

**APPENDICES
to
CERTIFICATION RULES**

Product line

HORIZONTAL MARKINGS

Revision No. 11

**Approved on 21 January 2011
by the Managing Director of AFNOR Certification**

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WARNING TO THE READER

These certification rules (standards) were approved by the Managing Director of AFNOR Certification on 21 January 2011. They replace and supersede all previous versions.

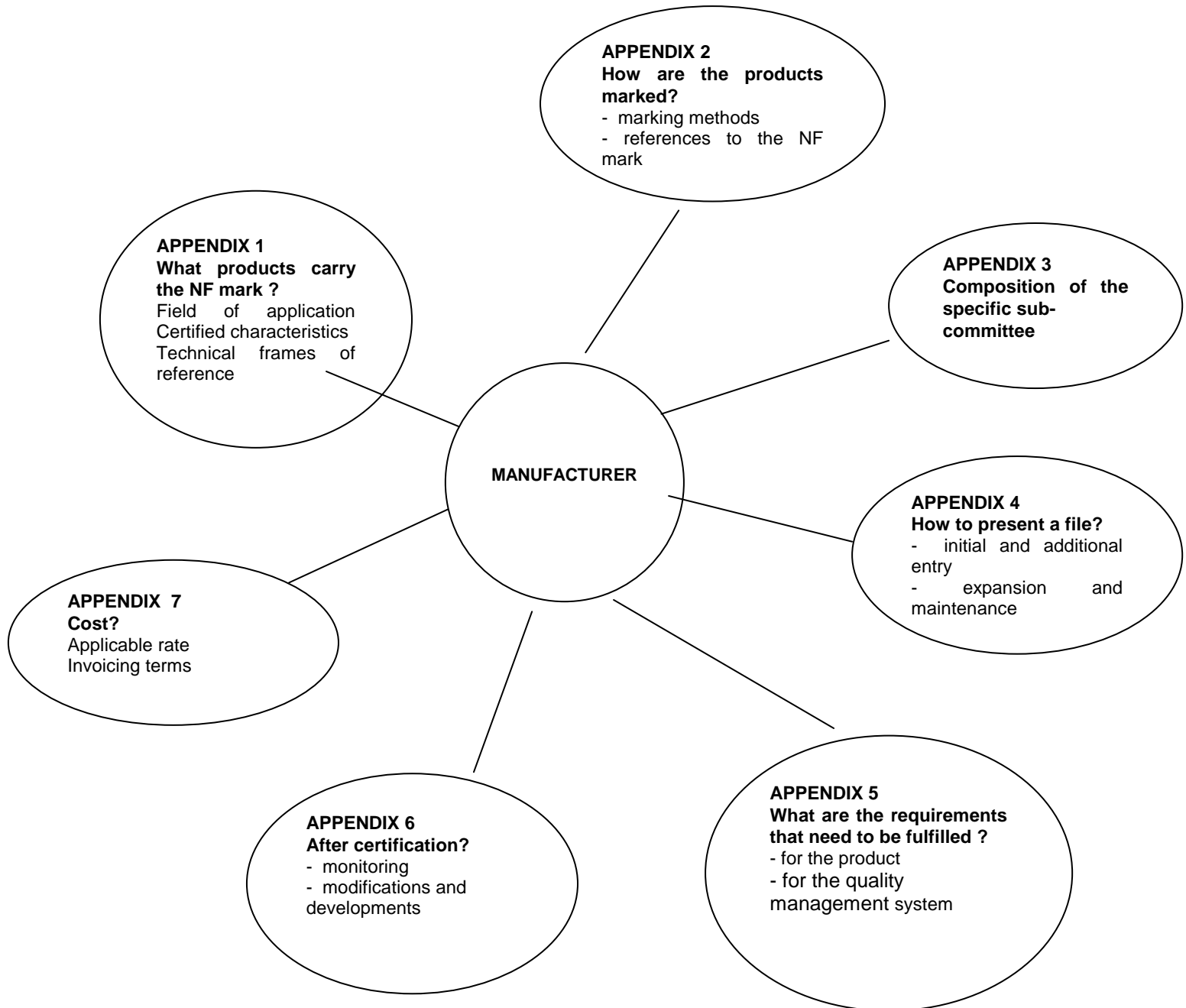
The NF mark frame of reference is made up of the general NF mark rules, the NF Road Equipment certification rules, together with its “Horizontal Markings” appendices, and the relevant standards.

These appendices to the certification rules are in addition to the common part.

This Revision No. 11 is an overall revision of the section of the rules dealing with the “HORIZONTAL MARKINGS” product line.

The amendments made to all the horizontal markings appendices appear with a left hand margin.

APPENDICES TO CERTIFICATION RULES



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DEFINITIONS

Applicant/Licence holder: the legal person or entity who controls, and takes responsibility for, complying with all the requirements defined in the NF mark certification rules, comprising the following stages:

- design/creation
- quality system management
- manufacturing
- checking conformity
- packaging
- labelling
- putting on the market

Certain stages can be subcontracted, with the exception of quality system management and putting on the market.

Subcontractor: a legal person or entity bound by a subcontracting contract to the applicant/licence holder, in which the rights and the responsibilities of both parties are clearly defined

Authorised agent: a legal person or entity within the European Economic Area (E.E.A.) whose job it is to represent an applicant/licence holder from outside the E.E.A. vis-à-vis ASCQUER and who has in his/her/its possession a power of attorney, written in French. The power of attorney shows that he/she/it can act in its [the applicant/holder's] name, in the NF mark certification process, as per the provisions of the certification rules, and specifying within what context:

- missions and related duties
- financial aspects
- complaints
- ASCQUER negotiating partner

Distributor: Down-the-line professional who does not interfere technically with the product with a view to modifying its compliance with NF mark requirements and who distributes the product under the licence holder's commercial brand name.

Registration: a decision notified by ASCQUER that gives the applicant/licence holder the right to use the NF mark.

- **Initial registration request:** a letter, by means of which an applicant requests the right to use the NF – Road Equipment mark and in which it declares that it knows the general rules, as well as these certification rules, and undertakes to abide by them.
- **Additional registration request:** an additional registration request relating to a new product or a new manufacturing unit, emanating from an applicant/licence holder who/which holds the right to use the NF Road Equipment mark.

Keeping certificate: a decision, notified by ASCQUER, whereby just the marketing name only that appears on the NF mark certificate and on the technical specification, is modified without changing the certified characteristics in any way.

- **Request to keep [certificate]:** a letter, by means of which a licence holder requests to keep certificate for an NF certified product, under another marketing name, without

changing the certified technical characteristics.

Renewal: a decision notified by ASCQUER whereby the licence holder obtains an extension of the NF mark certificate.

Request for renewal: a letter, by means of which a licence holder requests the renewal of its certificate for an NF certified product, before the due expiry date (annual frequency).

Manufacturing entity: The site on which the certified product is manufactured.

Putting on the market: All actions pertaining to making the product available [on the market] for the first time, free of charge or against payment. It is when the manufacturer or the person responsible puts it on the market for the first time (if the products originate from a country outside the EU).

A marking product is certified with a drop-on product identified in the technical specification attached to the NF mark's certificate.

PMA or Type 1: Marking products

VNTP or Type II: Marking products that are visible at night when raining.

- **type a:** non-structured marking product visible at night when raining

- **type b:** structured marking product visible at night when raining and which presents an irregular texture and doesn't have a plane surface. This could be due to the way that the motifs, profiles or other characteristics are formed. The maximum height in relation to the roadway is 16 mm.

Categories :

- **Category 1:** involves those marking products that are applied with a motorised machine.

- **Category 2:** involves those marking products that are applied manually.

- **Category 3:** involves those products which are applied in several passes (manual or motorised)

Temporary type of products :

- **T Products:** involves temporary marking products.

- **TE Products:** involves temporary marking products that can be removed or erased.

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APPENDIX 1

FIELD OF APPLICATION

AND

TECHNICAL FRAME OF REFERENCE FOR CERTIFICATION

1 FIELD OF APPLICATION

1.1 Product category

What are involved here are horizontal marking products applied onto roads that are open to public traffic.

1.2 Certified technical characteristics.

The technical specifications that the products have to meet have the following criteria, defined in Standard NF EN 1436:

- daytime visibility; trichromatic constituents (NF2).
- daytime visibility: luminance coefficient under diffused light (NF2).
- night-time visibility when dry, when wet and when raining; retroreflective luminance coefficient (NF2).
- Anti Skid-resistance: SRT coefficient (NF2).
- easily implemented: drying time and capacity to be stored long term (NF2).
- easily removable – for TE category products (NF2).

The performance levels required for each of these criteria are set by Standard NF EN 1436 (NF2).

The performance levels defined in Standard NF EN 1436 (NF2) are shown in the table on the following page:

Tests	White permanent products			Yellow permanent products			Yellow temporary products	
	No-retro PMA	Retro PMA	VNTP	No-retro PMA	Retro PMA	VNTP	Retro PMA	VNTP
Retroreflectivity in $\text{mcd.m}^{-2}.\text{lx}^{-1}$								
- In dry weather	R0 Class	R3 Class (RL \geq 150)	R3 Class (RL \geq 150)	R0 Class	R3 Class (RL \geq 150)	R3 Class (RL \geq 150)	RL \geq 200	RL \geq 200
- In wet weather	None	None	RW2 Class (RL \geq 35)	None	None	RW2 Class (RL \geq 35)	None	RW2 Class (RL \geq 35)
- When raining	None	None	RR2 Class (RL \geq 35)	None	None	RR2 Class (RL \geq 35)	None	RR2 Class (RL \geq 35)
Luminance coefficient Qd under diffused light in $\text{mcd.m}^{-2}.\text{lx}^{-1}$ (*)	Q3 Class (Qd \geq 130)	For bitumen: Q2 Class (Qd \geq 100) For cement: Q3 Class (Qd \geq 130)	For bitumen: Q2 Class (Qd \geq 100) For cement: Q3 Class (Qd \geq 130)	Q1 Class (Qd \geq 80)	Q1 Class (Qd \geq 80)	Q1 Class (Qd \geq 80)	Q1 Class (Qd \geq 80)	Q1 Class (Qd \geq 80)
Component X and Y (*)	Peaks of the zone as defined by NF EN 1436	Peaks of the zone as defined by NF EN 1436	Peaks of the zone as defined by NF EN 1436	Peaks of the zone as defined by NF EN 1436 (Y1 Class)	Peaks of the zone as defined by NF EN 1436 (Y1 Class)	Peaks of the zone as defined by NF EN 1436 (Y1 Class)	Peaks of the zone as defined by NF EN 1436 (Y2 Class)	Peaks of the zone as defined by NF EN 1436 (Y2 Class)
SRT Adhesiveness (In the case of VNTP type b products, the SRT is not admissible if the spread of the measured values is > 10%)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)	S1 Class (SRT \geq 45) S2 Class (SRT \geq 50) S3 Class (SRT \geq 55) S4 Class (SRT \geq 60) S5 Class (SRT \geq 65)

(*) For VNTP type b products, these characteristics cannot be measured by any technical means of measurement available at the current time.

Checking that the requirements defined in the table comply with Standard NF EN 1436 (NF2) is effected with the help of a conventional test in situ, and additional tests in a third party's laboratory.

TE category products undergo a test related to their capacity for removal and/or erasure.

2 TECHNICAL FRAME OF REFERENCE FOR CERTIFICATION

2.1 REGULATIONS

White permanent and yellow temporary marking products have to comply with the Decree of 10 May 2000 relating to the certification of conformity of roadway marking products.

The values required for yellow permanent marking products have come out of the project on national regulations for road equipment (RNER, *in French*).

Drop-on products have to comply with the Decree of 7 October 2004 relating to the CE marking of these products.

2.2 Standards and additional specifications

- The NF2 frame of reference corresponds to the European standards transposed into French standards, together with the additional old French standards that have not been repealed. This frame of reference applies to all types of products tested as from the 1998 campaign.

The standards and the specifications that make up the frame of reference are shown in the table below

Technical frame of reference for NF2 Certification

Standard	Titles	PMA	VNTP
NF P 98-600	Horizontal Road Markings Markings applied to roadways Sampling methods for in situ measurements of the performance of the markings applied to the road	•	•
NF P 98-609	Horizontal Road Markings Markings applied to roadways Names	•	•
XP P 98-612	Horizontal Road Markings Markings applied to roadways Retroreflectivity when raining: measurement methods	•	•
NF P 98-614	Horizontal Road Markings Markings applied to roadways Determining the dosages	•	•
NF P 98-620	Horizontal Road Markings Markings applied to roadways Inventory of methods for analysing the organic part	•	•

Standard	Titles	PMA	VNTP
NF P 98-621	Horizontal Road Markings Markings applied to roadways Analysis of the binders by means of semi-preparative chromatography on permeable gel	•	•
NF P 98-622	Horizontal Road Markings Markings applied to roadways Analysis of the binders by means of semi-preparative liquid-solid chromatography	•	•
NF P 98-623	Horizontal Road Markings Markings applied to roadways Analysis of polydienic resin plasticizers that are only slightly, or not at all, polar	•	•
NF P 98-624	Horizontal Road Markings Markings applied to roadways Operational methods for [determining] the quantity of phtalic anhydride	•	•
NF P 98-625	Horizontal Road Markings Markings applied to roadways Analysis of the the alkyd resins by means of gas phase chromatography	•	•
NF P 98-627	Horizontal Road Markings Markings applied to roadways Operational methods for determining the quantity of organic chlorine	•	•
NF P 98-628	Horizontal Road Markings Markings applied to roadways Quantity of benzoyl peroxide	•	•
NF P 98-629	Horizontal Road Markings Markings applied to roadways Determining whether there are any signs of an epoxide, isocyanate or of basicity	•	•
NF P 98-630	Horizontal Road Markings Markings applied to roadways Determining [presence of] volatile fractions, paints and cold plastics, by means of vacuum distillation	•	•
NF P 98-631	Horizontal Road Markings Markings applied to roadways Analysis of powdery substances extracted from white products, by chemical means	•	•
NF P 98-632	Horizontal Road Markings Markings applied to roadways Analysis of powdery substances extracted from white products, by Atomic Absorption Spectrometry	•	•
XP P 98-633	Horizontal Road Markings Markings applied to roadways Determining rapid identification characteristics	•	•

Standard	Titles	PMA	VNTP
NF P 98-634	Horizontal Road Markings Markings applied to roadways Sampling method	•	•
XP P 98-656-1	Horizontal Road Markings Markings applied to roadways		•
XP P 98-656-2	Horizontal Road Markings Markings applied to roadways Markings visible at night when raining Conventional test in situ Part 2: testing methods		•
NF EN 1824	Horizontal Road Markings Road marking materials Road trials	•	•
NF EN 1436	Horizontal Road Markings Road marking materials Road marking performance for road users	•	•
NF EN 1436/A1	Horizontal Road Markings Road marking materials Road marking performance for road users	•	•
NF EN 1871	Horizontal Road Markings Road marking materials Physical properties	•	•
NF EN 12 802	Horizontal Road Markings Road marking materials Laboratory method for identification	•	•
NF EN 13 212	Horizontal Road Markings Road marking materials Requirements for factory production control	•	•
NF EN 1423	Horizontal Road Markings Glass microbeads, anti-skid aggregates and a mixture of these two components	•	•
NF EN 1423/A1	Horizontal Road Markings Glass microbeads, anti-skid aggregates and a mixture of these two components	•	•

Standard	Titles	PMA	VNTP
NF EN 1790	Horizontal Road Markings Road marking materials Preformed road markings	•	•
LPC/LRSQ1*	Horizontal Road Markings Roadway marking products Conventional test in situ Practical ways of implementation	•	
ASCQUER/LPC/ PMA-ME2*	Horizontal Road Markings Roadway marking products Operating mode for determining the rate of ashes. Version no. 1	•	•
ASCQUER/LPC/ PMA-ME3*	Horizontal Road Markings Roadway marking products Alcali resistance test – Version no. 2	•	•
ASCQUER/LPC/ PMA-ME4*	Horizontal Road Markings Operating mode for measuring the number of wheel passages and the percentage of lorries, by means of video recording – Version no. 2	•	•
ASCQUER/LPC/ PMA-ME5*	Horizontal Road Markings Roadway marking products Test method for determining the conventional dry extract of marking products Version no. 1	•	•
XP P 98-633	Horizontal Road Markings Markings applied to roadways Determining rapid identification	•	•
ASCQUER/LPC/ PMA-ME6*	Horizontal Road Markings Streamlined method for determining Rapid Identification Characteristics in manufacturing control – Version no. 1	•	•
ASCQUER/LPC/ PMA-ME8*	Horizontal Road Markings Identifying marking product solvents by infrared spectroscopy – Version no. 1	•	•

(*) – Practical ways of implementation and additional testing methods are available from ASCQUER.

3 PRACTICAL METHODS OF APPLICATION

3.1 Conventional test in situ

Carried out by a laboratory listed in paragraph § 3.2 of the document entitled “Certification Rules”.

Conventional tests are carried out at the RN2 (PMA and VNTP) test site in Nanteuil le Haudouin and are characterised by:

- The application:
 - * a description of the experimental trial
 - * methods of application
 - * weather conditions
- The taking of samples
- The measurements:
 - * placing the measurements on the applied product bands, depending on the category in which they are presented,
 - * tests to be carried out at each life expectancy expiry date or the number of wheel passages (including when still new),
 - * number of measurement points to be taken into account for each test.

These elements are defined by Standard NF EN 1824.

Each test is carried out in accordance with the methods defined in the standards listed in the table below:

Tests to be carried out	NF2
Trichromatic components	NF EN 1436
Luminance coefficient under diffused light	NF EN 1436
Retroreflective luminance coefficient	NF EN 1436
Anti-skid resistance	NF EN 1436
Removability	NF EN 1824
No pick-up [time]	NF EN 1824

A marking product is considered as being structured when it does not have a regular and plane surface. This could be due to the presence of thin strips, spots or other texturing.

All products have to satisfy the requirements of Standard NF EN 1436 for all lower classes of road traffic, in order to be validated for higher classes of road traffic.

N.B. Standard NF EN 1436 requirements remain applicable for products applied to a hydrocarbonated road surface that are destined to qualify for a cement roadway.

3.2 Supplementary laboratory tests

The following measurements are made of the samples taken on the test site:

- Resistance to alkalis for products that are destined for cement roadways and which are applied onto a hydrocarbonated roadway, in accordance with the “ASCQUER/LPC/PMA-ME3.alkali resistance test” test method.
- Capacity to be stored long term. This is checked in accordance with Standard NF EN 1871. It is an obligatory requirement for certification that the sample complies with the long-term storage capacity test.
- Chemical analysis.

This consists of:

- * determining the rapid identification characteristics in accordance with Standard XP P 98- 633 or the “ASCQUER/LCPC/PMA-ME2 (ashes)” test method, and the “ASCQUER/LCPC/PMA-ME5” test method.
- * a complete identification analysis in accordance with Standards:
 - NF P 98-614,
 - NF P 98-620 to NF P 98-625,
 - NF P 98-627 to NF P 98-632.
- * determining the type of solvents, by means of infrared spectroscopy, in accordance with the “ASCQUER/LPC/PMA-ME8” test method.

The analysis forms supplied by the applicant/licence holder at the time of the application (cf. App.4 – Marking products – forms 3 and 4) constitute the benchmark formula, taking into account the permitted tolerances as specified in Appendix 2 of the Decree of 31 March 1985. The laboratory entrusted with the tests carries out the initial chemical analysis and compares the test results with those provided by the applicant.

The laboratory passes on the test results to ASCQUER, with an analysis of how it complies with the formulation provided by the applicant/licence holder.

The test results are sent to the applicant/licence holder within a month of their receipt by ASCQUER. In the event of non-conformity, the applicant/licence holder’s response must reach ASCQUER within a month to acknowledge the complaint.

If, after all these procedures, the non-conformity of the product is upheld, it will not be approved for use.

Once the application campaign has been completed, the chemical tests and the capacity to be stored test will be carried out.

A sample will be taken of any product applied on a test site (certified or not) and will be subjected to a complete chemical analysis.

The benchmark analysis forms also serve as a basis for the conformity checks carried out in the monitoring process.

4 SPECIFICATIONS FOR MARKING PRODUCTS

The field of application for certifying marking products is defined by:

- White or yellow, Category 1, retroreflective products
 - * for hydrocarbonated roadways, RH marking
 - * for cement, concrete roadways, RC marking
- White or yellow, Category 1, non-retroreflective products
 - * for hydrocarbonated roadways, H marking
 - * for cement, concrete roadways, C marking
- White or yellow, Category 2, retroreflective products
 - * for hydrocarbonated roadways, RH marking
 - * for cement, concrete roadways, RC marking .
- White or yellow, Category 2, non-retroreflective products
 - * for hydrocarbonated roadways, H marking
 - * for cement, concrete roadways, C marking
- White or yellow, Category 3, retroreflective products
 - * for hydrocarbonated roadways, RH marking
 - * for cement, concrete roadways, RC marking
- White or yellow, Category 3, non-retroreflective products
 - * for hydrocarbonated roadways, H marking
 - * for cement, concrete roadways, C marking
- Category 1,2 or 3 temporary marking (Retroreflective only)
 - * Category T
 - * Category TE (erasable and/or removable)

Category 1,2 or 3 products that are visible at night when raining

- * for hydrocarbonated roadways, RHP marking
- * for cement, concrete roadways, RCP marking

and which subdivide into:

- * non-structured products (type a)
- * structured products (type b)

Each and every certified marking product is the subject of a specification form.

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HORIZONTAL MARKING

APPENDIX 2

MARKING METHODS - REFERENCES TO THE NF MARK

Each and every container (e.g. sack, pot, etc.) of a product is identified in the following manner:

- Commercial description;
- Lot number of the prepacked product, date of manufacture clearly marked and the net weight of the product (or the surface area for prefabricated products);
- Applicant/licence holder's name;
- Identification of the manufacturing entity for each certified product (in clear or code);
- The approval number appearing on the certificate and the references of the drop-on material used (Commercial name and the name of the supplier). For the category 3 products, it is necessary to specify the number of the pass after the approval number in accordance with the technical sheet (1RHxxxSx-1 for example for the pass 1)

If a product is certified as a marking product and a marking product that is visible at night when raining, the two approval numbers are shown on the label or equivalent.

If a product has several approval numbers and can fulfil several functions, the references of the B components with which it is linked have to be specified on the label so as to be able to identify each assemblage clearly.

The approval number takes the following form:

*** White permanent marking product**

Category	Retroreflectivity	Type of covering/coating	Order number	Adhesion Class
1 <i>or</i> 2 <i>or</i> 3	R <i>or</i> nothing	H (hydrocarbonated) <i>or</i> C (cement)	9999	S1 S2 S3 S4 S5

Example:

1 RH 9999 S1

*** Yellow permanent marking product**

Category	Retroreflectivity	Type of covering/coating	Order number	Adhesion Class
1 <i>or</i> 2 <i>or</i> 3	R <i>or</i> nothing	H (hydrocarbonated) <i>or</i> C (cement)	9999	S1 S2 S3 S4 S5

Example:

1 RH 9999 S1

*** Yellow temporary marking product**

Category	Erasability and/or removability	Order number	Type of covering/coating
T (temporary)	E (if erasable and/or removable)	999	H (hydrocarbonated)) <i>or</i> C (cement)

**Example:
TE 999 C**

The categories, types of covering/coating and retroreflectivity of the elements are as defined in Standard NF P 98-609.

The specifications show the performance classes with which the product complies.

*** White permanent marking product visible at night when raining**

Category	Retroreflectivity	Type of covering/coating	VNTP Product	Order number	Type of product
1 <i>or</i> 2 <i>or</i> 3	R	H (hydrocarbonated)) <i>or</i> C (cement)	P	999	a <i>or</i> b

**Example:
1 RHP 999 a***** Yellow permanent marking product visible at night when raining**

Category	Retroreflectivity	Type of covering/coating	VNTP Product	Order number	Type of product
1 <i>or</i> 2 <i>or</i> 3	R	H (hydrocarbonated)) <i>or</i> C (cement)	P	999	a <i>or</i> b

**Example:
1 RHP 999 a**

* **Yellow temporary marking product visible at night when raining**

Category	Erasability and/or removability	VNTP Product	Order number	Type of covering/coating	Type of product
T	E (if erasable and/or removable)	P	999	H (hydrocarbonated) or C (cement)	a or b

**Example:
TEP 999 H a**

The categories, types of covering/coating and retroreflectivity of the elements are as defined in Standard NF P 98-609.

The specifications show the performance classes with which the product complies.

The dimensions of the approval numbers must comply with the following requirements:

Dimension of the characters (for the approval number)	suggested	minimum
Height	20 mm	10 mm
Width	15 mm	7 mm
Line thickness	3 mm	1.5 mm

Notwithstanding the graphical chart, one can use another colour than those stipulated (blue or black), on the packaging, on the proviso that all the labelling and inscriptions or in one, single colour.

Example of NF marking for PMA and VNTP products:



The length of the rectangle is greater than that of the ellipse.

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APPENDIX 3

COMPOSITION OF THE SPECIAL COMMITTEE

The “Horizontal Marking” sub-committee, defined in Article 3.4 of the Certification rules, is made up with the following:

- College A: 3 representative of the [licence] licence holders

- College B: 1 Representative of the Minister in charge of looking after national roads
 - 1 Representative from the Collective Territories (from those countries' Technical Services)

 - 1 Representative from the French Motorway Companies Association (ASFA)

- College C: 2 Representatives from the LPC (Laboratoires des Ponts et Chaussées = *Roadways & Bridges Laboratories*) network.

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APPENDIX 4

COMPOSITION OF THE REGISTRATION FORMS

1 GENERALITIES

Periodically, ASCQUER informs the NF mark licence holders and declared applicants of the campaign dates and the deadline date for submitting registration application documents. This information will also be put onto the ASCQUER website.

In the event that ASCQUER receives certification applications outside the application campaign dates, ASCQUER explains that the document(s) cannot be accepted and undertakes to inform the sender(s) of the campaign dates and the deadline date for submitting the registration application documents.

The applicant/licence holder has to send these documents, **in duplicate**, to ASCQUER's administrative offices.

The documents are recorder and registered immediately upon their arrival at ASCQUER's administrative offices.

- Any stage that is subcontracted by the applicant/licence holder has to be the subject of a contract defining exactly what the subcontractor is responsible for. The list of minimum requirements that need to appear in such a contract is set out on Form FT 05. The applicant/licence holder has to describe the provisions made for controlling its subcontractor. The applicant/licence holder remains responsible for all operations and their consistency.
- In the event that the applicant/licence holder is represented, the representative has to be made official by means of a contract defining its responsibilities as the authorised agent. The list of minimum requirements that need to appear in such a contract is set out on Form FT 06.
- The products that are the subject of the application must comply with the technical specifications set out in the technical documents, and with the rules for certification.
- The checks and tests relating to the item being applied for, covered in the technical documents, are set in place.
- All the documents that have been requested must be attached to the application.

An application from an applicant/licence holder not located in the European Economic Area (E.E.A.), can only be accepted if the applicant/licence holder can prove that it has a legally authorised agent, based in an E.E.A. member state, representing it. In such a case, the initial application request and any additional application or extension, has to be co-signed by this authorised agent.

In the case of an applicant/licence holder located in the E.E.A., it may, if it so wishes, designate a legally authorised agent based in an E.E.A. member state [to represent it].

If, whilst the investigation is ongoing, any modifications are/need to be made to the file or to the product, a request has to be made in writing to ASCQUER and ASCQUER will then either validate this request in writing, or not, as the case may be.

2 REQUESTS/APPLICATIONS

A request for certificates can be:

- **an initial application request:** a letter, by means of which an applicant requests the right to use the NF – Road Equipment mark and in which it declares that it knows the general rules, as well as these certification rules, and undertakes to abide by them
- **Additional registration request:** an additional registration request relating to a new product or a new manufacturing unit, emanating from an applicant/licence holder which holds the right to use the NF Road Equipment mark.
- **Request to keep [certificate]:** a letter, by means of which a licence holder requests to keep certificate for an NF certified product, under another marketing name, without changing the certified technical characteristics.

- **Request for renewal:** a letter, by means of which a licence holder requests the renewal of its certificate for an NF certified product, before the due expiry date (annual frequency).

For an **initial, or an additional, application request**, the file must include:

- a request as per the attached model (LT01);
- a form of general information about the applicant/licence holder (FT03);
- a technical form for each item forming part of the application FT04.1.1 (cf. Appendix 4, Forms 1 & 1ter)
- a proposed packaging label design or a technical drawing of the label, taking the NF mark requirements defined in Appendix, into consideration;
- a quality assurance plan, or quality procedures, taking the NF mark requirements into consideration, especially descriptions of manufacturing plants, control processes, a description of the monitoring laboratory (material available, personnel involved, etc.);
- in the case of subcontracting, an FT05 form, containing the minimum requirements;
- in the case of representation, an FT06 form, containing the minimum requirements;
- forms 2, 3 and 4 of the technical document FT04.1.1
- the drop-on material document FT04.1.2;
- in the case of a CE-certified drop-on material:
 - the attestation of CE conformity
 - the declaration of CE conformity.

In the case of an additional application request, items b, d, e, f and g need to be provided, unless they, or any of them, are identical to what was already submitted with the initial application request.

Where several requests are submitted simultaneously, items b, d, e, f and g only need to be provided once.

The following documents can be provided subsequently but it is imperative that they be submitted at least 2 weeks before the start of the application campaign:

- Forms 2, 3 and 4 of the technical document FT04.1.1
- The drop-on material document FT04.1.2
- In the case of a CE-certified drop-on material:
 - the attestation of CE conformity
 - the declaration of CE conformity.

For a **request to keep certificate**, the file must include a request as per the model attached (LT02).

For a **renewal request**, the file must include:

- a request as per the attached model (LT03);
- manufacturing statistics relating to the product(s) that were licensed for the previous year.

Initial application requests only have to be lodged for the following categories:

- 1) PMA retroreflective
- 2) PMA non-retroreflective
- 3) VNTP type a
- 4) VNTP type b
- 5) Temporary VNTP (whether removable or not)
- 6) Temporary PMA (whether removable or not)
- 7) Both VNTP type a and PMA retroreflective (Form FT4.1.1 option)
- 8) Both PMA retroreflective and PMA non-retroreflective (Form FT4.1.1 option)

In cases 7 and 8, the applied product could result in two distinctly different certificates.

LT01

**NF MARK – “ROAD EQUIPMENT”
APPLICATION FORM
FOR INITIAL APPROVAL FOR THE RIGHT TO USE THE NF MARK
OR FOR ADDITIONAL APPROVAL OF THIS RIGHT FOR A NEW PRODUCT
(to be set out in duplicate on the applicant/licence holder’s letterhead)**

To the Managing Director of
ASCQUER
58 rue de l’Arcade
75384 PARIS cedex 08

Re: **NF MARK – “ROAD EQUIPMENT”
Initial application request for the right to use the NF mark or an additional
approval of this right for a new product**

Dear Sir

I hereby request the right to use the NF mark – “Road Equipment” for the following product(s):

manufactured in the following manufacturing plant(s):

To that end, I hereby declare that I have read and accept the General Terms and Conditions of the NF Mark, the Certification rules of the NF mark – Road Equipment, as well as its Appendices and I undertake to abide by them for all of the time that I use the NF mark.

<OPTION> * (1) Moreover, I hereby empower the company (*business name*), (*company status*), (*head office*), represented by Mr/Mrs/Ms (*name of legal representative*) as my authorised agent with Power of Attorney to represent me in France for any and all questions relating to the use of the NF Mark – Road Equipment. I undertake to notify ASCQUER immediately of the appointment of any new authorised agent other than the one designated hereunder.

* This option is obligatory for any applicants/licence holders located outside the E.E.A. The legal representative thus designated is the person that represents the applicant/licence holder.

Whilst on this subject, I would request that all charges due to me should be invoiced directly to him/her. He/she will ensure that payment is made on my behalf and in my name, immediately upon receipt of the invoices, as he/she has undertaken by accepting to act as my representative.

Thanking you in advance for your kind attention, I remain,

Yours faithfully

date and signature of the applicant/licence holder's authorised signatory

<OPTION> (1): Date and signature of the applicant/licence holder's preceded by the words handwritten text "Authorised signatory"

<OPTION> (1): Date and signature of the authorised Attorney agent in the EEA preceded by the words handwritten text "Agreed and accepted by Power of Attorney"

LT02

NF MARK – “ROAD EQUIPMENT”
FORM REQUESTING APPROVAL TO KEEP THE RIGHT TO USE THE NF MARK
(to be set out on the licence holder’s letterhead)

To the Managing Director of
ASCQUER
58 rue de l’Arcade
75384 PARIS cedex 08

Re: **NF MARK – “ROAD EQUIPMENT”**
Request to keep the right to use the Mark

Dear Sir

I hereby request approval to keep the right to use the NF mark for the product certified under reference number XXX, the certified characteristics of which remain unchanged, with the only change being that of its commercial appellation*.

Identification number(s) of the permitted product(s);

Certificate to NF mark for this(these) product(s) granted on

and bearing the number(s)

**date and signature of the
licence holder’s authorised signatory**

(*) By “commercial appellation” is meant any distinctive mark by means of which the product covered by the NF mark can be identified.

LT03

NF MARK – “ROAD EQUIPMENT”
FORM REQUESTING APPROVAL TO RENEW THE RIGHT TO USE THE NF MARK
(to be set out on the licence holder’s letterhead)

To the Managing Director of
ASCQUER
58 rue de l’Arcade
75384 PARIS cedex 08

Re: **NF MARK – “ROAD EQUIPMENT”******
Request to renew the right to use the Mark

Dear Sir

I hereby request that you be so kind as to send me the certificate for the NF mark - “Road Equipment” for the year for the product(s) that we manufacture, product(s) that have already been identified, as per the details below, following our initial request for approval.

DESIGNATION OF THE PRODUCT(S):

NF MARK CERTIFICATE(S) FOR THIS(THESE) PRODUCT(S) GRANTED ON:

AND BEARING THE NUMBER(S)

MARKETING REFERENCE(S)

MANUFACTURING ENTITY(ENTITIES)

Thanking you in advance for your kind attention, I remain,

Yours faithfully

***Date and signature of the licence
holder’s authorised signatory***

***Date and signature of the
authorised E.E.A. agent***

*** *The resulting action taken to this request is, of necessity, dependent upon the results of audits and regular tests (Cf. Appendix 6 to this document: “Monitoring carried out by a third party”.*

FT03

**NF MARK – “ROAD EQUIPMENT”
GENERAL INFORMATION FORM REGARDING THE APPLICANT/LICENCE HOLDER**

APPLICANT/LICENCE HOLDER

Corporate name:

Address:

Country:

Telephone:

Fax:

VAT number :

Name of authorised signatory ⁽²⁾:

Name and title of correspondent (if different):

Email address:

ISO 9001 Version 2000⁽³⁾ QMS certification: Yes No

MANUFACTURING ENTITY (if different to that of the applicant/licence holder)

Corporate name:

Address:

Country:

Telephone:

Fax:

VAT number :

Name of authorised signatory ⁽²⁾:

Name and title of correspondent (if different):

Email address:

AUTHORISED AGENT WITH POWER OF ATTORNEY (if requested)

Corporate name:

Address:

Country:

Telephone:

Fax:

VAT number :

Name of authorised signatory ⁽²⁾:

Name and title of correspondent (if different):

Email address:

SUBCONTRACTOR(S)

Corporate name:

Address:

Country:

Telephone:

Fax:

VAT number :

Name of authorised signatory ⁽²⁾:

Name and title of correspondent (if different):

Email address:

Type of subcontract:

ISO 9001 Version 2000⁽³⁾ QMS certification: Yes No

⁽²⁾ The authorised signatory is the person legally responsible for the applicant/licence holder

⁽³⁾ attach a valid certificate

FT04.1.1

1/5

NF MARK – “ROAD EQUIPMENT” PRODUCT

Marking products - Form 1

To be provided when submitting the file

Administrative codes	Identification No.	
	Road reference	

Name and address of the applicant/licence holder								Telephone	
								Fax	
								E-mail	
Name of person responsible onsite									
Name of product								White or yellow ⁽¹⁾	
Type of product ⁽¹⁾	PMA	Type a VNTF		Type b VNTF		A product can be both PMA and type a VNTF at the same time (if retroreflective)			
Presumed nature ⁽¹⁾	P	PPC	EF	EFE	EFP	ECE	ECP	ECR	BP
Permanent/Temporary ⁽¹⁾	Permanent		T	TE	A white product cannot be temporary				
Category ⁽¹⁾	1	2	3						
If Category 3, indicate the number of passes									
	Cement roadway option	yes no		retroreflectivity	yes no		Continuation of non retro measurements ⁽¹⁾	yes no	
* Describe in appendix the removal procedures									
⁽¹⁾ Delete the pointless notes									

Application temperature for heated products		
Application equipment	Usual	For certification test
Time required for system to be put back into circulation		

GLOSSARY: P : Paint
 EF : Cold plastic
 EFP : Projected cold plastics
 ECP : Projected thermoplastic
 BP : Tape
 PPC : Multi-compound paint
 EFE : Extruded cold plastic
 ECE : Extruded thermoplastic
 ECR : Thermoplastic “curtain”

Category 1: Application by means of a motorised machine

Category 2: Manual application

Category 3: Application in several passes (Either by motorised machine or manually)

FT04.1.1

2/5

**NF MARK – “ROAD EQUIPMENT”
PRODUCT FILE**

Type b marking products, visible at night when raining - *Form 1ter*

To be provided when submitting the file

Administrative codes	Identification No.	
	Road reference	

Name and address	Telephone No.	
Name of person responsible onsite		Telephone No.
Name of product		

Description of the product: Thin strips, structured profiles
 Drop-on materials, should the occasion arise
 In the case of strips, specify height and spacing between strips
 In the case of structured profiles, specify the thickness of the system's highest and lowest zones in relation to the roadway surface.

Reference to one or more certified NF products.

FT04.1.1

3/5

**NF MARK – “ROAD EQUIPMENT”
PRODUCT FILE**

Marking products and marking products visible at night when raining - *Form 2*

To be provided when submitting the file and on the same day as application
Fill in one form per pass

Name of the product:

Pass no.:

Time required for system to be put back into circulation:

Interval between coats (Min/Max):

Component elements Required For application	Description of the product ⁽¹⁾	Approval or Reference number ⁽³⁾

Atmospheric condition limits for implementation	Minimum temperature		Maximum temperature		Maximum humidity	
---	------------------------	--	------------------------	--	---------------------	--

⁽¹⁾ Examples: Primary band and tape, A and B components for bi-component paints, etc.

⁽²⁾ Specify the conditions in which it is used (temperature, humidity, etc.)

⁽³⁾ If the product is not certified, indicate the marketing reference

Date & Applicant/licence
holder's signature

Date & Signature of Laboratory
carrying out the tests

FT04.1.1

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NF MARK – “ROAD EQUIPMENT” PRODUCT FILE

Marking products and marking products visible at night when raining - *Form 3*

To be provided on the same day as application

Fill in one column per pass

Administrative codes	Identification No.	
	Road reference	
Marketing name		

General physical characteristics and
general quality and utilisation criteria

Description of characteristics	Values				Conformity tolerances
	1	2	3	4	
Pass no.					
Density (g/cm ³)					± 0.05 or ± 0.10 ⁽¹⁾
Conventional dry extract (%)					± 2
Ash content (%)					± 3
Softening point of bead ring (°C)					± 5

⁽¹⁾ ± 0.10 for thermoplastics and tapes
± 0.05 for all other products (paints, cold plastics, primer, adhesive, etc.)

Date & Applicant/licence
holder's signature

Date & Signature of Laboratory
carrying out the tests

FT04.1.1

5/5

NF MARK – “ROAD EQUIPMENT” PRODUCT FILE

Form 4

Marking products and marking products visible at night when raining

To be provided on the same day as applicationFill in one column per pass

Administrative codes	Identification No.	
	Road reference	

Characteristics of the make-up of
the components necessary for application

Description of characteristics		Values				Conformity tolerances
		1	2	3	4	
Volatile materials ⁽¹⁾						± 2
Dry binders ⁽¹⁾						± 2
Main constituents of the binder ⁽²⁾						± 10 or ± 20 depending on the mixtures ⁽³⁾
Powdered materials ⁽¹⁾						± 2
Composition of powdered materials	TiO ₂					± 0.5 (if TiO ₂ ≤ 5) ± 10% (if TiO ₂ > 5)
	SiO ₂ ⁽⁴⁾					± 2 (if SiO ₂ ≤ 20) ± 10% (if SiO ₂ > 20)
	CaO					± 0.5 (if CaO ≤ 5) ± 10% (if CaO > 5)
	MgO					± 0.5 (if MgO ≤ 5) ± 10% (if MgO > 5)
	Loss in fire at 1,000°C					± 0.5 (if CO ₂ ≤ 5) ± 10% (if CO ₂ > 5)
	BaSO ₄					± 2
	Al ₂ O ₃					± 0.5 (if Al ₂ O ₃ ≤ 5) ± 10% (if Al ₂ O ₃ > 5)
	Other 1					
	Other 2					

(1) As a percentage of product weight

(2) As a percentage of binder weight

(3) If the mixtures are well separated, and no tolerances if the products are not pure

(4) If beads are blended in, their SiO₂ content to be considered as 70%

Date & Applicant/licence
holder's signature

Date & Signature of Laboratory
carrying out the tests

FT04.1.2

**NF MARK – “ROAD EQUIPMENT”
PRODUCT FILE**

Drop-on materials
Glass microbeads (Form 1)

To be provided when submitting the file and on the same day as application

CE Certificate yes / no Certificate no.:		Name of certifying organisation:
I	Technical characteristics of the product	Control Method reference
		Specifications
1) Granularity	NF EN 1423 or NF EN 1423/A1	
Percentage of accrued rejection (oversize) on the sieve opening, in μm , of:		
B1 B2 Other		B1 B2 Other (to be
500 710 3 sieves minimum to be shown		0 to 2 0 to 2 specified)
425 600 with the 1 mm sieve being		0 to 10 0 to 10
250 355 essential if there are		20 to 60 30 to 70
150 212 elements that are > 1 mm		60 to 95 70 to 100
90 125		95 to 100 95 to 100
2) Percentage of faults % of faults (visual method) or % of faults (automatic method)	NF EN 1423 NF EN 1423/A1	$\leq 20\%$ $\leq 30\%$
3) Refractive index	NF EN 1423	> 1.50
4) Physico-chemical resistance: resistance to water resistance to water: quantity of N/100 HCl used: resistance to hydrochloric acid resistance to calcium chloride resistance to sodium sulphide	NF EN 1423 NF EN 1423/A1	No change < 10 ml no change no change no change
5) Surface treatment	NF EN 1423	
5.1 waterproofing: % of microbeads waterproofed		> 80%
5.2 Others: to be specified, specifying the function and for what the treatment is intended	XP-P 98-618	to be specified
II Other characteristics ⁽¹⁾		to be specified
Identification (code or marketing name)		

⁽¹⁾ **Note:** In the case of “Other” drop-on materials, not specified above, the following technical characteristics have to be specified:
- granularity (at least 3 reference sieves)

FT04.1.2

1/2

**NF MARK – “ROAD EQUIPMENT”
PRODUCT FILE**

Drop-on materials
Anti-skid mixtures. Glass microbeads/aggregates(Form 2)

To be provided when submitting the file and on the same day as application

CE Certificate organisation:	yes / no	Certificate no.:	Name of certifying
I Technical characteristics of the product		Control Method reference	Specifications
A) Product type Mixture: Glass microbeads Aggregates		XP-P 98-642	80% (± 5%) Others 20% (± 5%) (to be specified)
B) Glass microbeads B1) Granularity: Percentage of accrued rejection (oversize) on the sieve opening, in µm, of: B2 Other 710 3 sieves minimum to be shown 600 with the 1 mm sieve being 355 essential if there are 212 elements that are > 1 mm 125		NF EN 1423 or NF EN 1423/A1	B2 Other 0 to 2 (to be specified) 0 to 10 30 to 70 70 to 100 95 to 100
B2) Percentage of faults % of faults (visual method) or % of faults (automatic method)		NF EN 1423 NF EN 1423/A1	≤ 20% ≤ 30%
B3) Refractive index		NF EN 1423	> 1.50
B4) Physico-chemical resistance: resistance to water resistance to water: quantity of N/100 HCl used: resistance to hydrochloric acid resistance to calcium chloride resistance to sodium sulphide		NF EN 1423 NF EN 1423/A1	No change < 10 ml no change no change no change
B5) Surface treatment 5.1 waterproofing: % of microbeads waterproofed 5.2 Others: to be specified, specifying its function and for what the treatment is intended		NF EN 1423 NF EN 1423/A1 X- P 98-618	> 80% to be specified

In glass microbead/aggregate mixtures, B2 and G2 granularities respectively are combined.

FT04.1.2

2/2

**NF MARK – “ROAD EQUIPMENT”
PRODUCT FILE**

Drop-on materials

Anti-skid mixtures. Glass microbeads/aggregates(continuation)

To be provided when submitting the file and on the same day as application

<p>C) Aggregates C1) Granularity:</p> <p>Percentage of accrued rejection (oversize) on the sieve opening, in μm, of:</p> <table border="0"> <tr> <td>G2</td> <td>Other</td> </tr> <tr> <td>1180</td> <td>4 sieves minimum</td> </tr> <tr> <td>1000</td> <td>with the 1 mm sieve being</td> </tr> <tr> <td>355</td> <td>essential if there are</td> </tr> <tr> <td>212</td> <td>elements that are > 1 mm</td> </tr> <tr> <td>150</td> <td></td> </tr> <tr> <td>90</td> <td></td> </tr> </table>	G2	Other	1180	4 sieves minimum	1000	with the 1 mm sieve being	355	essential if there are	212	elements that are > 1 mm	150		90		<p>NF EN 1423 and NF EN 1423/A1</p>	<table border="0"> <tr> <td>G2</td> <td>Other</td> </tr> <tr> <td>0 to 2</td> <td>(to be specified)</td> </tr> <tr> <td>0 to 10</td> <td></td> </tr> <tr> <td>10 to 50</td> <td></td> </tr> <tr> <td>85 to 100</td> <td></td> </tr> <tr> <td>95 to 100</td> <td></td> </tr> <tr> <td>99 to 100</td> <td></td> </tr> </table>	G2	Other	0 to 2	(to be specified)	0 to 10		10 to 50		85 to 100		95 to 100		99 to 100	
G2	Other																													
1180	4 sieves minimum																													
1000	with the 1 mm sieve being																													
355	essential if there are																													
212	elements that are > 1 mm																													
150																														
90																														
G2	Other																													
0 to 2	(to be specified)																													
0 to 10																														
10 to 50																														
85 to 100																														
95 to 100																														
99 to 100																														
<p>C2) Friability</p> <p>Friability coefficient</p>	<p>NF EN 1423</p>	<p>Indicate friability index (or fix a maximum value)</p>																												
<p>C3) Colour (<i>for large, non-transparent aggregates</i>)</p> <p>Luminance factor</p> <p>The chromaticity coordinates lie within the area defined by the following peaks:</p> <table border="0"> <tr> <td>Peak no.</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>0.355</td> <td>0.305</td> <td>0.285</td> </tr> <tr> <td>0.355</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y</td> <td>0.355</td> <td>0.305</td> <td>0.325</td> </tr> <tr> <td>0.375</td> <td></td> <td></td> <td></td> </tr> </table>	Peak no.	1	2	3	4				X	0.355	0.305	0.285	0.355				Y	0.355	0.305	0.325	0.375				<p>NF EN 1423</p>	<p>> 0.7</p>				
Peak no.	1	2	3																											
4																														
X	0.355	0.305	0.285																											
0.355																														
Y	0.355	0.305	0.325																											
0.375																														
<p>C4) pH</p> <p>pH value</p>	<p>NF EN 1423/A1</p>	<p>5 < pH < 9.5</p>																												
<p>C5) Surface treatment</p> <p>If need be, specify its function and for what the treatment is intended</p>	<p>X- P 98-618</p>	<p>to be specified</p>																												
<p>II Other characteristics ⁽¹⁾</p> <p>Identification (code or marketing name)</p>		<p>to be specified</p>																												

⁽¹⁾ **Note:** In the case of “Other” drop-on materials, not specified above, the following technical characteristics have to be specified:

- nature of the component elements
- weight composition of the mixture ($\pm 5\%$)
- granularity of each component element

FT05

NF MARK – “ROAD EQUIPMENT”

SUBCONTRACTOR CONTRACT FORM

*A form has been prepared to define the contractual links that exist between the applicant/licence holder and the various subcontractors to which it subcontracts one, or more, of the stages mentioned in the definitions.
The form has to be brought up to date whenever there is any new development in a subcontracting contract or any change in subcontractors, and sent to ASCQUER.
A co-signed form has to be drawn up for each subcontractor and for each stage/of the stages mentioned in the definitions.*

Applicant/licence holder:

Subcontractor:

Identification of the service:

Design/creation	<input type="checkbox"/>
Manufacture	<input type="checkbox"/>
Conformity control	<input type="checkbox"/>
Packaging	<input type="checkbox"/>
Labelling	<input type="checkbox"/>

Minimum requirements that need to appear in the contract:

- the subcontractor’s undertaking to abide by the requirements of the certification rules for NF-Road Equipment [mark] application;
- how complaints will be handled;
- how the applicant/licence holder will be informed of any and all modifications relating to the subcontracted item;
- each parties role clearly defined;
- an undertaking by the subcontractor to inform the applicant/licence holder of any change/development in its quality management system and to especially inform it of any non-conformity that comes to light as a result of internal controls and/or external audits;
- the measures taken by the applicant/licence holder in order to ensure proper control of its subcontractor;
- an undertaking by the applicant/licence holder to be represented during application audits or the follow- up to NF Certification.

Contract number:

Documents to be provided:

- a copy of the contract in French

Date on which this form was drawn up:

Signature:

Date of modifications
1:
2:
3:

Subject of the modification:

***Date and signature of the applicant/
licence holder’s authorised signatory***

***Date and signature
of the subcontractor***

FT06

NF MARK – “ROAD EQUIPMENT”**FORM FOR IDENTIFYING THE AUTHORISED AGENT’S RESPONSIBILITIES**

A form has been prepared to define the contractual links that exist between the applicant/licence holder and [its] authorised agent.

The form has to be brought up to date whenever there is any new development in the contract or any change in authorised agents, and sent to ASCQUER.

A form has to be drawn up for the authorised agent.

Applicant/licence holder:

Authorised agent:

Identification of the service:

Intermediary vis-à-vis ASCQUER	<input type="checkbox"/>
Financial aspects	<input type="checkbox"/>
Complaints	<input type="checkbox"/>
Other (to be specified)	<input type="checkbox"/>

If the authorised agent is acting as the distributor, then the following minimum requirements have to appear in the contract:

- the authorised agent’s undertaking to abide by the requirements of the certification rules for NF-Road Equipment;
- how complaints will be handled;
- formalisation in the applicant/licence holder’s quality manual;
- an assurance to the applicant/licence holder that the NF marked products can be traced from receipt all
- the way to when they are marketed.

Contract number:**Documents to be provided:**

- a copy of the contract in French

Date on which this form was drawn up:

Signature:

Date of modifications

1:
2:
3:

Subject of the modification:

***Date and signature of the applicant/
licence holder’s authorised signatory***

***Date and signature of the
E.E.A.-based authorised agent***

Product line

HORIZONTAL MARKING

APPENDIX 5

APPLICANT/LICENCE HOLDER'S QUALITY REQUIREMENTS

Apart from the requirements listed in the certification rules relating to quality system management, the applicant/licence holder also has to:

- carry out the production controls defined below;
- satisfy the quality requirements defined hereafter.

Audit options:

The audit is carried out according to two options:

- Option A involves applicants/licence holder s which are not certified according to Standard NF EN ISO 9001 Version 2008
- Option B involves applicants/licence holder s which are certified according to Standard NF EN ISO 9001 Version 2008

The applicant/licence holder which, at the time of the audit, holds a valid ISO 9001 Version 2008 certificate:

- which incorporates within its sphere and in its field, all the sites and the activities involved in marking products
- which has been issued by a certifying body accredited by the COFRAC or by a member of the EA (European Cooperation for Accreditation), will be audited according to Option B

In order for this option to be upheld, the auditor has to ensure that the certificate has been validated as per the abovementioned criteria.

The frequency of monitoring audits is set out in the document entitled “Certification Rules”.

Duration of audits:

An audit lasts for a minimum of a day but can vary depending on the nature of the products, how the manufacturing units are organised, possible subcontracting or on samples that need to be taken.

Contents of a monitoring audit:

During a monitoring audit, the auditor will proceed with:

- updating the file relating to the manufacturing unit
- checking auto-control organisation and registers
- check the sizing and measurements.

A) MANUFACTURING CONTROLS/CHECKS

The purpose of this procedure is to describe the methods used and the way in which the quality of the finished products are checked. Certified finished products must conform to the characteristics mentioned in the technical specification sheets.

Apart from the general requirements set out in the Certification Rules, relating to the quality system, the applicant/licence holder must also carry out the tests and checks defined in this Appendix.

The purpose of the procedure is to describe the methods used and the nature of the controls:

- for receiving materials
- for operational processes
- for the finished products.

1 ROADWAY MARKING PRODUCTS [PMA] AND MARKING PRODUCTS VISIBLE AT NIGHT WHEN RAINING [VNTP]

1.1 Purpose of the procedure

The purpose of this procedure is to describe controls/checks for the finished product that are incumbent upon the NF mark licence holder.

1.2 Definitions relating to the procedure

The finished products have to conform to the specifications defined in the technical specification sheets and the reference analysis sheets.

1.3 Registration field (reminder)

This procedure applies to all finished manufactured marking products:

- Paints
- Multi-element paints
- Cold plastics
- Extruded cold plastics
- Projected cold plastics
- Extruded thermoplastics
- Projected thermoplastics
- Thermoplastic “curtain”
- Tapes

1.4 Detailed description of the procedure

1.4.1 CHARACTERISATION OF A MANUFACTURING LOT

A lot is characterised by its manufacturing date, which has to be clearly marked on the packaging, and by a lot number which is up to the applicant/licence holder to define, based on its quality programme.

1.4.2 TAKING SAMPLES

The applicant/licence holder is responsible for taking samples for every manufacturing lot, for checks/controls.

A lot is defined as follows:

“A quantity of product manufactured within the framework of a complete operation that is not part of a continuous process.”

One needs to differentiate between two types of samples:

- the first sample, which is for manufacturing control,
- the second sample is commonly known as a “retained sample” and called a “reference sample” in Standard NF EN 13212.

Paints and cold plastics

The reference sample shall consist of a tin containing at least 0.5 litres of the product, taken per production lot, or per every 10 tons of product in the case of continuous production.

Thermoplastics

The reference sample shall consist of at least 1 kg of the melted homogenous product, taken per production lot, or per every 10 tons of product in the case of continuous production.

Tapes

The reference sample shall consist of a piece measuring at least 0.15 m² per production lot, or per every 200 m² in the case of continuous production.

1.4.3 CONTROLS/CHECKS

When controlling production, RIPs (Rapid Identification Characteristics), can be determined as per the simplified ASCQUER/LCPC/PMA/ME6 method.

1.4.3.1 Controlling/checking paints, cold plastics and thermoplastics

The controls/checks defined in Table 1, are carried out on the first sample.

Table 1

Control/check	Reference or operating method
Density	XP-P 98-633 or EN 12802
Ash content	XP-P 98-633 (NF2) or ASCQUER/LCPC/PMA-ME2 or EN 12802
Conventional dry extract ⁽¹⁾	XP-P 98-633 or EN 12802 or ASCQUER/LCPC/PMA-ME5
Softening point ⁽²⁾	NF EN 1871

⁽¹⁾ this only needs to be determined for paints and cold plastics

⁽²⁾ this test only applies to thermoplastics

Depending on the results of the controls/checks listed on the product control/check form, the product:

- complies with the standard, and can be labelled as conforming to standard
- does not comply with the standard and awaits treatment for non-conformity.

If the product complies with the standard, the second sample is labelled and becomes the “retained sample”.

1.4.3.2 Controlling/checking tapes

The controls/checks defined in Tables 2 and 3, are carried out on the first sample.

* Case of tapes

Table 2

Control/check	Reference or operating method
SRT Coefficient (*)	Appendix D of Standard NF EN 1436
Trichromatic coordinates	Appendix C of Standard NF EN 1436
Retroreflective coefficient when dry	Based on the geometry of Appendix B of Standard NF EN 1436

(*) if measurable or if the surface is not altered when the tapes are put in place

Comment: Since, the method of application can significantly alter the SRT coefficient value in the case of thermoplastics tapes that are applied hot, measuring it before application, proves to be irrelevant.

* Case of thermoplastic tapes without drop-on materials:

Table 3

Control/check	Reference or operating method
Density	XP-P 98-633 or EN 12802
Ash content	EN 12802 or XP-P 98-633 or ASCQUER/LCPC/PMA-ME2
Softening point	NF EN 1871

Depending on the results of the controls/checks listed on the product control/check form, the product:

- complies with the standard, and can be labelled as conforming to standard
- does not comply with the standard and awaits treatment for non-conformity.

If the product complies with the standard, the second sample is labelled and becomes the "retained sample".

1.4.4 RECORDING THE RESULTS

The results of the controls/checks are recorded either on a finished product control register, or entered onto a computerised file.

The control register (possibly published from the computerised file) is verified by the Head of Control, who assigns the mention "conform" or "non-conform", depending on the result obtained.

1.4.5 KEEPING THE SAMPLES

The samples are kept for one year.

B) QUALITY MANAGEMENT SYSTEM REQUIREMENTS

1 QUALITY MANAGEMENT SYSTEM

1.1 General requirements

The applicant/licence holder has to set up, document, implement and maintain a quality management system that takes the NF “Road Equipment” mark requirements into account.

1.2 Requirements relating to documentation

1.2.1 QUALITY MANUAL

The applicant/licence holder has to establish a quality manual and maintain it on a daily basis, which includes:

- a) the quality management system’s field of application ;
- b) established, documented procedures for the quality management system or references to them.

1.2.2 KEEPING DOCUMENTS UNDER CONTROL

The documents required for the quality management system, especially the documents linked to the NF “Road Equipment” mark, have to be kept under control. Registrations are special documents which have to be kept under control in accordance with the requirements of paragraph 1.2.3.

A procedure has to be set up for:

- a) approving the documents as being adequate before they are distributed;
- b) reviewing, updating if necessary, and once again approving the documents;
- c) ensuring that the modifications and the status of the version in force of the documents has been identified;
- d) ensure that the relevant version of the appropriate documents are available in the locations where they are used;
- e) ensure that documents originating from outside are identified and that their distribution is under control;
- f) stop any non intentional use of out-of-date documents and identify them properly if they are being kept for a specific purpose.

1.2.3 KEEPING RECORDINGS UNDER CONTROL

Registrations have to be set up and kept in order so as to have proof of conformity to requirements and that that the quality management system is functioning efficiently. Registrations have to remain legible, easy to identify and easily accessible. A documented procedure has to be set up in order to ensure identification, storage, protection, accessibility, duration of conservation and elimination of registrations.

2 MANAGEMENT RESPONSIBILITY

2.1 Management commitment

In order to prove its commitment to development and to the implementation of the quality

management system, as well as to continued improvement of its efficiency, the management must:

- a) communicate within the applicant/licence holder's company how important it is to satisfy the NF "Road Equipment" mark requirements;
- b) communicate within the applicant/licence holder's company how important it is to satisfy customers' requirements as well as the regulatory and legal requirements;
- c) ensure that the necessary resources are available so make sure that the certified products comply with their referential standards.

2.1 Responsibility, authority and communication

2.2.1 RESPONSIBILITY AND AUTHORITY

Management must ensure that all responsibilities and authorities are defined and communicated internally throughout the company.

2.2.2 MANAGEMENT REPRESENTATIVE

The management must appoint a member of the management team who, notwithstanding other responsibilities, must also have, especially, the responsibility and authority to:

- a) ensure that the processes necessary for a quality management system are established, put into effect and maintained, particularly those [processes] connected to the NF mark requirements;
- b) report to the management as to how the quality management system and all matters necessary for improvement were working;
- c) ensure that awareness of the NF "Road Equipment" mark requirements is encouraged throughout the applicant/licence holder's company;
- d) be the applicant/licence holder's representative vis-à-vis ASCQUER.

3 MANAGING RESOURCES

3.1 Making resources available

The applicant/licence holder has to assess and provide the resources necessary to;

- a) put in place and maintain the quality management system;
- b) abide by the regulatory requirements;
- c) abide by the NF "Road Equipment" mark requirements;
- d) satisfy customers by meeting their requirements.

3.2 Human Resources

Any member of staff doing a job that has a bearing on the quality of the product has to be competent, based on initial and professional training, know-how and experience.

The applicant/licence holder must:

- a) determine what competences are necessary for personnel doing a job that has a bearing on the quality of the product;
- b) provide the training, or undertake any other action, necessary to satisfy these needs;
- c) evaluate the effectiveness of the actions undertaken;
- d) keep an appropriate record of the initial and professional training, the know-how and the experience.

3.3 Infrastructure and working environment

The applicant/licence holder has to assess, provide and maintain the infrastructure

necessary to achieve conformity for the product. Depending on the case, the infrastructure includes:

- a) buildings, work places and the associated equipment;
- b) the equipment (as much computers as materials).

4 MAKING THE PRODUCT

4.1 Planning on how to make the product

The applicant/licence holder must plan and develop the processes necessary to make the product.

When planning on how to make the product and depending on the case, the applicant/licence holder must, determine:

- a) what the quality objectives and the related requirements of the product are;
- b) what needs to be done in the way of putting processes in place, establishing documentation and providing specific resources needed for the product;
- c) what activities are needed in order to specifically check, validate , monitor, control and test the product, and for the acceptance criteria of the product;
- d) what needs to be recorded in order to provide proof that the processes for making the product and the product itself satisfy all the requirements.

The elements that emerge from this planning have to be set out in a manner that is appropriate to the applicant/licence holder's way of operating.

4.2 Customer-related processes

4.2.1 DETERMINING PRODUCT-RELATED REQUIREMENTS

The applicant/licence holder must determine:

- a) what requirements the customer has specified, including requirements relating to delivery and to post-delivery activities;
- b) requirements that have not been expressed by the customer but are necessary for the specified usage (NF "Road Equipment" mark);
- c) regulatory and legal requirements pertaining to the product;
- d) any additional requirements that the applicant/licence holder decides upon .

4.2.2 REVIEWING PRODUCT-RELATED REQUIREMENTS

The applicant/licence holder must review the product-related requirements. This review has to be carried out before the applicant/licence holder commits itself to delivering a product to the customer (for example, submitting offers, accepting contracts or orders, accepting amendments to contracts or orders) and it must ensure that:

- a) the product-related requirements are clearly defined;
- b) the NF "Road Equipment" mark-related requirements are defined.

The applicant/licence holder must inform the customer that its requirements comply with the NF mark-related ones.

Recordings must be kept of the results of the review and any actions resulting therefrom.

In the event that the customer's requirements are not provided in a documented form, they must be confirmed by the applicant/licence holder before being accepted.

In the event that the product-related requirements are modified, the applicant/licence holder

has to ensure that the corresponding documents are amended and that the personnel involved is informed of the modified requirements.

4.2.3 COMMUNICATING WITH CUSTOMERS

The applicant/licence holder must determine what the most efficient way of communicating with the customer is, and put it into effect, in regard to:

- a) product-related information;
- b) how consultations, contracts or orders, and their amendments, are to be handled;
- c) feedback from customers, including complaints.

4.3 Design and development

The applicant/licence holder must plan and keep control of the design and the development of the product.

When planning the design and development, the applicant/licence holder must determine:

- a) the various stages of design and development;
- b) the review, verification and validation activities appropriate to each design and development stage;
- c) responsibilities and authorities relating to the design and development.

4.3.1 INPUT ITEMS

These items must include:

- a) functional and performance requirements;
- b) regulatory requirements;
- c) information arising from previous, similar concepts, where applicable;
- d) all other requirements essential for the design and development.

4.3.2 OUTPUT ITEMS

Design and development output items must:

- a) satisfy the design and development input requirements;
- b) provide the appropriate information for purchases and production;
- c) contain the product acceptance criteria or refer to them;
- d) specify the product characteristics essential for its correct utilisation and complete safety.

4.4 Purchases

4.4.1 PURCHASING PROCESS

The applicant/licence holder must ensure that the raw materials purchased comply with the specified purchasing requirements.

4.4.2 PURCHASING-RELATED INFORMATION

The purchasing specifications must describe the substances to be purchased, including, as the case may be, what is required for them to be approved.

The applicant/licence holder must ensure that the specified purchasing requirements are appropriate, before passing them on to the supplier.

4.4.3 VERIFYING THE PURCHASED PRODUCT

The applicant/licence holder must establish and implement the necessary controls/checks or other activities for ensuring that the purchased product satisfied all the specified purchasing requirements.

If and when the applicant/licence holder or its customer intends to carry out an inspection visit at the supplier's premises, the applicant/licence holder has to mention, in the information relating to purchases, what arrangements have been made for verifying the product and methods for releasing it.

4.5 Production

4.5.1 KEEPING CONTROL OF PRODUCTION

The applicant/licence holder must plan and carry out all production activities under controlled conditions. As the case may be, these conditions must include:

- a) the availability of information describing the product's characteristics;
- b) the availability of instructions on how to carry out the necessary work;
- c) [the availability of instructions on] how to use the appropriate equipment;
- d) the availability and utilisation of monitoring and measuring arrangements;
- e) the implementation of monitoring and measuring activities;
- f) the implementation of activities for release, delivery and post-delivery after-sales-service.

4.5.2 IDENTIFICATION AND TRACEABILITY

The applicant/licence holder must identify the product by appropriate means during its entire production stage.

The applicant/licence holder must identify the state of the product in relation to monitoring and measuring requirements.

When traceability is a product quality requirement, the applicant/licence holder must keep control of and record the product's unique identification.

4.5.3 PRESERVING THE PRODUCT

The applicant/licence holder must preserve the product's conformity throughout all internal operations and when it is delivered to the intended destination. This preservation must cover identification, handling, packaging, storing and protection. This preservation should apply to all product components, as well.

4.6 Keeping monitoring and measuring arrangements under control

The applicant/licence holder must determine what monitoring and measuring activities need to be undertaken and what monitoring and measuring provisions are necessary in order to provide proof that the product complies with the specified requirements. The Certification Rules define the obligatory activities in this field.

When it is necessary to have valid results, the measuring equipment must be:

- a) calibrated or checked at regular intervals or before they are used, against measurement standards that are linked to international or national measuring standards (if these standards do not exist, the reference used as a standard for the calibration, must be recorded);
- b) set, or reset, as often as necessary'
- c) identified so that the validity of the calibration can be determined;

- d) protected against any adjustment(s) that might possibly cause the measurement result to be invalidated;
- e) protected against any damage or degradation whilst being handled, maintained and stored.

Moreover, the applicant/licence holder must evaluate and record the validity of previous measurement results in the event that the equipment turns out not to comply with the requirements. The applicant/licence holder must take whatever action is appropriate with regard to the equipment and to all products that are affected. Recordings must be kept of the calibration and verification results.

If being used for monitoring and measuring specified requirements, the capability of software to satisfy the envisaged usage has to be confirmed. This must be done before the first time that it is used and reconfirmed, if necessary.

4.7 Subcontracting

In the event that the applicant/licence holder subcontracts one or more of the stages, the auditor shall carry out an audit of the subcontractor based on the same certification rules as those that apply to the applicant/licence holder.

He/she will check the subcontracting contract, as well as the provisions taken by the applicant/licence holder to keep the subcontractor under control.

4.8 Authorised agent

In the event that the applicant/licence holder is represented by an authorised agent, the auditor shall check the mandate in force.

5 MEASUREMENTS AND IMPROVEMENTS

5.1 Generalities

The applicant/licence holder must implement the monitoring, measuring and improvement processes necessary for:

- a) proving the product's conformity;
- b) ensuring the quality management system's conformity and its improvement.

5.2 Monitoring and measuring the product

The applicant/licence holder must monitor and measure the characteristics of the product in order to verify that the product-related requirements have been fulfilled. This has to be done at appropriate stages of the production process, in accordance with the appendices to the NF "Road Equipment" mark regulations.

Proof of conformity with the accepted criteria has to be kept. Recordings have to show the person(s) who authorised release of the product.

The product must not be released before the satisfactory implementation of all the planned provisions, unless so authorised by a competent authority.

5.3 Dealing with a non-conforming product

The applicant/licence holder must ensure that a product that does not comply with the

product-related requirements is identified and dealt with in such a manner as to prevent it being used or it being supplied unintentionally. Controls, as well as responsibilities and authorities for dealing with products that do not conform, have to be clearly defined.

The applicant/licence holder must establish a procedure for dealing with a product that does not conform, in one or more of the following ways:

- a) by taking appropriate steps that make it possible to eliminate the non-conformity detected;
- b) by authorising its use, its release or its acceptance by special dispensation from a competent authority or, where applicable, from the customer;
- c) by taking appropriate steps that make it possible to prevent it being used or being used for its originally intended application.

Recordings must be kept of the nature of non-conforming products and of all subsequent actions undertaken, including any dispensations accorded,

In the event that a non-conforming product is rectified, it has to be checked once again to show that it now conforms to requirements.

In the event that a non-conforming product is detected after delivery or after it has started to be used, the applicant/licence holder must take appropriate steps to deal with the effects, whether real or potential, of the non-conformity.

5.4 Internal audit

The applicant/licence holder must carry out internal audits in order to ascertain whether the quality management system:

- a) complies with the NF “Road Equipment” mark requirements;
- b) is implemented and maintained in a proper and efficient manner.

5.5 Corrective measures

The applicant/licence holder must take the necessary steps to eliminate the causes of non-conformity, so as to avoid their being repeated. Corrective measures must be appropriate for dealing with the effects of the non-conformity encountered.

The applicant/licence holder must establish a procedure for defining the requirements for:

- a) reviewing non-conformities (including complaints from the customer);
- b) ascertaining what is causing the non-conformity;
- c) evaluating the need to take whatever steps are necessary to ensure that the non-conformity does not occur again;
- d) determining what the necessary measures are and implement them;
- e) recording the results of the measures implemented;
- f) reviewing the corrective measures implemented.

5.6 Preventive measures

The applicant/licence holder must determine what measures make it possible to eliminate the potential causes of non-conformity, so as to avoid their occurring. Preventive measures must be appropriate for dealing with the effects of the potential problems.

The applicant/licence holder must establish a procedure for defining the requirements for:

- a) determining potential non-conformities and what causes them

- b) evaluating the need to take whatever steps are necessary to ensure that the non-conformity does not occur;
- c) determining what the necessary measures are and implement them;
- d) recording the results of the measures implemented;
- e) reviewing the preventive measures implemented.

5.7 Analysis and improvement

The applicant/licence holder must analyse all the information that arises from Chapters 5.2, 5.3, 5.4, 5.5 and 5.6 so as to improve the efficiency of the quality management system, on a permanent basis.

Referential chapters for the auditor, as per option A or B

Option		Option A: Keeping control of quality (to be corrected) Option B: Management by quality
	1	Quality Management System
A	1.1	General requirements
A	1.2	Requirements relating to documentation
A	1.2.1	Quality manual
A – B	1.2.2	Keeping documents under control
A – B	1.2.3	Keeping recordings under control
	2	Management responsibility
A	2.1	Management commitment
A	2.2	Responsibility, authority and communication
A	2.2.1	Responsibility and authority
A	2.2.2	Management representative
	3	Managing resources
A	3.3.1	Making resources available
A	3.2	Human resources
A	3.3	Infrastructure and working environment
	4	Making the product
A – B	4.1	Planning on how to make the product
A – B	4.2	Customer-related processes
A – B	4.2.1	Determining product-related processes
A – B	4.2.2	Reviewing product-related processes
A – B	4.2.3	Communicating with customers
A – B	4.3	Design and development
A – B	4.4	Purchases
A – B	4.4.1	Purchasing process
A – B	4.4.2	Purchasing-related information
A – B	4.4.3	Verifying the purchased product
A – B	4.5	Production and preparing the service
A – B	4.5.1	Keeping control of production
A – B	4.5.3	Identification and traceability
A – B	4.5.4	Preserving the product
A – B	4.6	Keeping monitoring and measurement arrangements under control
A – B	4.7	Subcontracting
A – B	4.8	Authorised agent

A – B	5	Measurements and improvements
A – B	5.1	Generalities
A – B	5.2	Monitoring and measuring the product
A – B	5.3	Dealing with a non-conforming product
A – B	5.4	Internal audit
A – B	5.5	Corrective measures
A – B	5.6	Preventive measures
A – B	5.7	Analysis and improvement

Product line

HORIZONTAL MARKING

APPENDIX 6

**APPROVAL, SUPPLEMENTARY APPROVAL AND
MONITORING PROCEDURES
USED BY ASCQUER**

This Appendix defines the monitoring methods used by ASCQUER for marking products and for checking the samples taken during the test campaigns.

Besides the general requirements set out in the Certification Rules relating to approval, extension and monitoring procedures used by ASCQUER, the products covered by the said procedures also have to undergo the tests and controls/checks defined in this Appendix.

Every year, certified products are the subject of a monitoring procedure defined in the document entitled "Certification Rules".

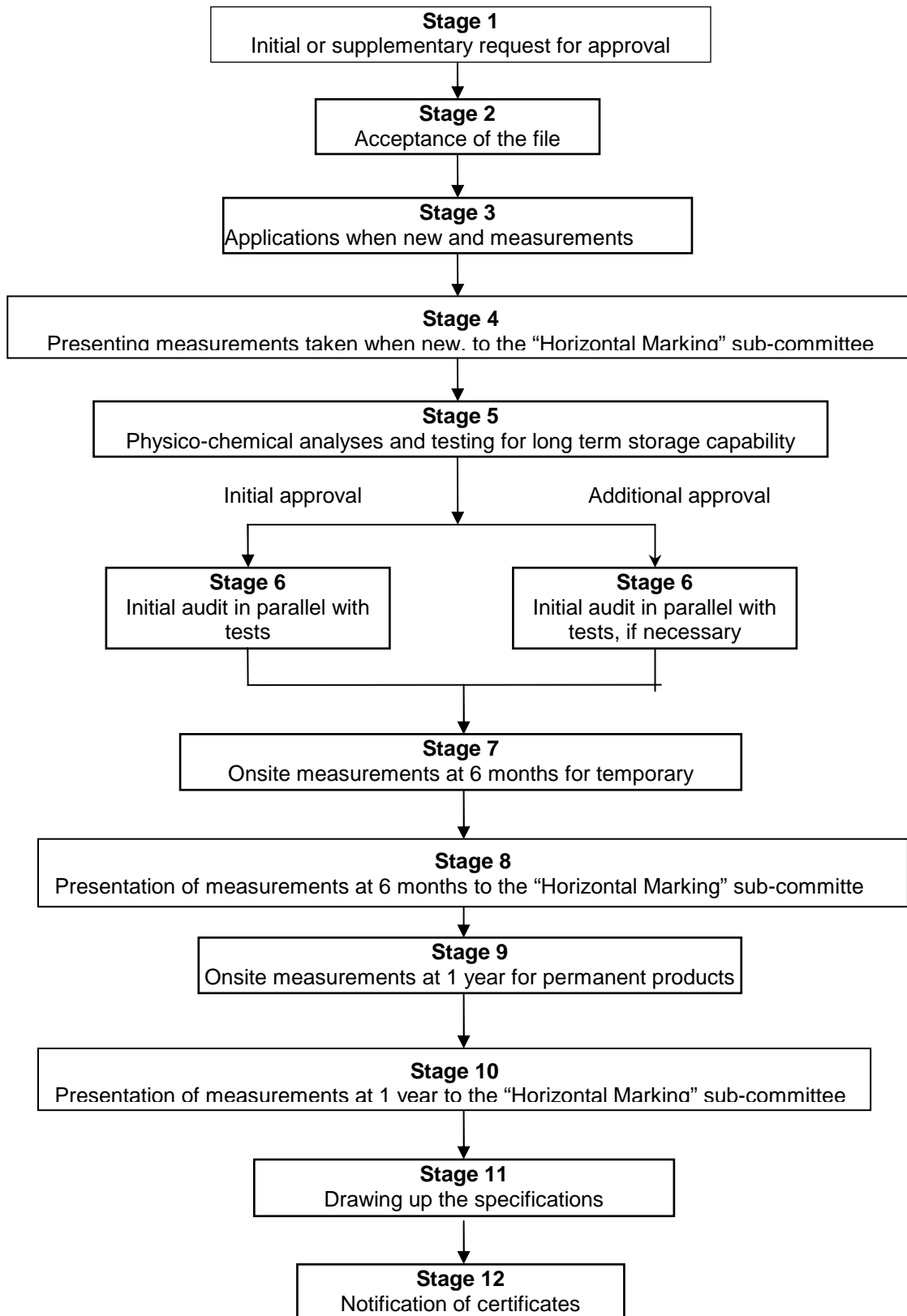
In the case of an approval, the audit organisation, as defined in the Certification Rules, carries out the initial audit visit, after examining the technical file submitted by the applicant. If the audit results are in conformity, the samples defined hereafter are requested to enable the testing organisation to carry out the various tests. If these samples are not provided within two months, the testing organisation cancels the order, with ASCQUER's agreement.

In the case of monitoring, the audit organisation performs the monitoring audit visit, during which the controls/checks and the tests defined hereafter, are carried out.

1 MARKING PRODUCTS (INCLUDING MARKING PRODUCTS VISIBLE AT NIGHT WHEN RAINING)

1.1 Initial, or supplementary, approval

The practical methods for implementing the certification procedures for marking products, are summarised in the diagram and the table below:



Certification stages	Player	Chapter of the Certification Rules	Actions
1/ Initial or supplementary request for approval	Applicant/licence holder	Appendix 4 §1 Appendix 4 §2	File in French sent to ASCQUER
2/ Acceptability study	ASCQUER	Certification Rules Financial Regulations	Check acceptability with regard to the Certification Rules. Invoicing administration costs.
3/ Applications and measurements when new, on-site	/	/	/
a) Testing orders for all applications, when new	ASCQUER	Appendix 1 §3.1 Appendix 6 §1	Contents of the testing order: - details of the testing organisation -order number and file ref. number - type and number of tests and price - deadline for report to be submitted
b) Preparing the organisation	Organisation entrusted with tests and controls/checks	/	Planning for the applications between the testing organisation and the applicant/licence holder
c) Applying the products on-site	Applicant/licence holder	Appendix 1 §3.2 Appendix 4 §2	Providing files FT04 1.1 (sheets 2,3 and 4), duly completed, in duplicate.
d) Sampling the drop-on materials	Organisation entrusted with tests and controls/checks	Appendix 4 §2	Keep a complete and sealed pack of the product and then take a sample via the dispensing nozzle. The container thus filled will be hermetically sealed and identified with the details that appear on the intact packaging.

Certification stages	Player	Chapter of the Certification Rules	Actions
e) Measurements when new	Organisation entrusted with tests and controls/checks	Appendix 1 §3.1 Appendix 6 §1	During application, take a sample of all the marking products being applied. Measurement carried out when new. The samples of the marking products are sent to the laboratory to carry out the tests. A copy of the file submitted on the day of application is passed on.
f) Passing on the results of the tests to the applicant/licence holder	ASCQUER	Financial regulations	Drawing up the invoice relating to the tests.
4/ Presentation to “Horizontal Marking” sub-committee of measurements taken when new	ASCQUER “Horizontal Marking” sub-committee	/	ASCQUER presents a global summary of the measurements when new, to the “Horizontal Marking” sub-committee
5/ Chemical analysis and capacity for long term storage test, in the laboratory	Organisation entrusted with tests and controls/checks	Appendix 4 §2	/
a) Order for the chemical analysis on applications at the end of 6 months and capacity for long term storage test	ASCQUER	Appendix 1 §3.2 Appendix 6 §2	Contents of the testing order: - details of the testing organisation -order number and file ref. number - type and number of tests and price - deadline for report to be submitted
b) Carrying out the chemical analysis and capacity for long term storage test	Organisation entrusted with tests and controls/checks	Appendix 1 §3.2 Appendix 4 §2 Appendix 6 §2	Carrying out tests on the samples taken on-site and as soon the application campaign has ended
c) Passing on the results of the tests to the applicant/licence holder	ASCQUER	Appendix 1 §3.2 Appendix 4 §2 Appendix 6 §2 Financial regulations	Results passed on by ASCQUER Invoicing for the tests carried out in the laboratory

Certification stages	Player	Chapter of the Certification Rules	Actions
6/ Initial audit, in parallel with the tests	Inspection organisation	Certification Rules	/
a) Order for the initial audit	ASCQUER	Certification Rules	Order for all initial approval requests
b) Carrying out the audit	Inspection organisation	Certification Rules	Audit organisation , under the responsibility of the auditor
c) Passing on the audit report	Inspection organisation	Certification Rules Financial Regulations	Applicant/licence holder's signature 1 Copy to the applicant/licence holder, 1 copy to LPC and 1 copy to ASCQUER Invoicing the audit
7/ On-site tests at 6 months for temporary products	Organisation entrusted with tests and controls/checks	/	/
a) Order for the tests on applications at the end of 6 months	ASCQUER	Appendix 1 §3.2 Appendix 6 §1	Contents of the testing order: - details of the testing organisation -order number and file ref. number - type and number of tests and price - deadline for report to be submitted
b) Carrying out the tests	Organisation entrusted with tests and controls/checks	Appendix 1 §3.1 Appendix 6 §1	Tests only carried out on products deemed to conform to previous findings
c) Passing on the results of the tests to the applicant/ licence holder	ASCQUER	Appendix 7	Results passed on by ASCQUER Request made by applicants/licence holders for certificate for products, provided that: - the product conforms to the test results - in the case of an initial audit, conformity of the audit with certification rules Invoicing for the 6 months tests
8/ Presenting the measurements at 6 months to the "Horizontal Marking" sub-committee	ASCQUER "Horizontal Marking" sub-committee	/	ASCQUER presents a global summary of the measurements taken at 6 months, to the "Horizontal Marking" sub-committee

Certification stages	Player	Chapter of the Referential	Actions
9/ On-site tests at one year for permanent products	Organisation entrusted with tests and controls/checks	/	/
a) Order for the tests on applications at the end of 1 year	ASCQUER	Appendix 1 §3.2 Appendix 6 §1	Contents of the testing order: - details of the testing organisation - order number and file ref. number - type and number of tests and price - deadline for report to be submitted
b) Carrying out the tests	Organisation entrusted with tests and controls/checks	Appendix 1 §3.2 Appendix 6 §1	Tests only carried out on products deemed to conform to previous findings
c) Passing on the results of the tests to the applicant/ licence holder	ASCQUER	Financial Regulations	Results passed on by ASCQUER Request made by applicants/licence holders for certificate for products, provided that: - the product conforms to the test results - in the case of an initial audit, conformity of the audit with certification rules Invoicing for the 1 year tests
10/ Presenting the measurements at 1 year to the "Horizontal Marking" sub-committee	ASCQUER "Horizontal Marking" sub-committee	/	ASCQUER presents a global summary of the measurements taken at 1 year, to the "Horizontal Marking" sub-committee
11/ Drawing up the technical specifications	Organisation entrusted with tests and controls/checks	/	Validation of the technical specifications by the applicant/licence holder and the laboratory. 2 Copies sent to ASCQUER
12/ Notification of certificates, for the forms	ASCQUER	Financial Regulations	Signed certificates and technical specifications sent to applicant/licence holders. Invoicing for technical specifications and NF mark certificates

Products that have successfully passed all the certification stages but for which no request for certificates was made, could be subsequently approved for certificates, provided that its chemical analysis, carried out in the year following granting of certificates (to an applicant/licence holder), conform to the referential analysis.

Certificates can only be granted for a marking product if the drop-on material applied on the certification site with this product is declared as conforming to the characterisation controls/checks (cf LRSQ1) and has a CE Conformity Certificate.

The methods used for conventional on-site testing of marking products and marking products visible at night when raining, are specified by the LPC document “Road marking products – Conventional on-site test: practical methods of implementation”, mentioned in the Certification Rules depicted in Appendix 1.

Product samples taken during application (conventional test) are intended for:

- verifying their capacity for long term storage;
- determining their rapid identification characteristics;
- chemical analysis;
- storing as a “retained sample”.

During the initial audit, the auditor shall, in particular, conduct:

- a detailed visit to all of the manufacturing company’s plants and installations, as well as laboratories;
- an inspection of the manufacturing control/check organisation.

1.2 Periodic checks

During the monitoring audit, the auditor shall, in particular, conduct:

- an update of the file relating to the manufacturing unit;
- a verification of the organisation and its self-control/check records;
- a sampling of the NF mark-approved products .

Every year, ASCQUER sets up a monitoring programme, based on:

- the results of previous monitoring (non-conforming products).

The monitoring programme is sent out, every year, before 30 April, to all organisations entrusted with tests and audits. It consists of a list of products to be sampled in each manufacturing unit, that falls within the monitoring framework. Each company shall be subjected to at least one sampling annually during the monitoring audit.

The rapid identification characteristics are determined for the samples taken in the factories, in accordance with certification referential methods.

Any product that underwent a break in production ≥ 1 year and whose production is

restarted, shall be given certificates provided that a complete chemical analysis is carried out in the course of the year.

When production is restarted a complete original packaging will be kept for the auditor.

1.3 Field controls/checks

Samples of these products can be taken within the manufacturing units or at a reseller, customer, on a worksite, or, if applicable, at a distributor.

Two samples will be taken per product and per production lot:

- one sample will be used for carrying out the controls/checks ;
- the other sample will be kept.

The quantities for each sample to be taken are:

- in the case of paints and cold plastics, one carton containing at least 0.5 of a litre of the product;
- in the case of thermoplastics, at least 1 kg of the melted homogenised product;
- in the case of tapes, a piece of at least 0.15m².

The controls/checks performed on the samples of marking products taken in the field are:

- chemical analyses

The NF mark licence holder is notified about the sampling, as well as the test results.

Product line
HORIZONTAL MARKING

APPENDIX 7

Financial terms

This Appendix has been created in accordance with part 6 of the Certification Rules.
The rates are reviewed annually.

RATE

The rates for the services below can be consulted on the ASCQUER website or by sending a request to the ASCQUER administrative offices.

REGISTRATION FEE

Payable once only, for any new applicant

Code	Category	Wording on the invoice	Amount in Euros
TASQ1	ASCQUER	Registration fee	

ADMINISTRATION FEES

Per product

Code	Category	Wording on the invoice	Amount in Euros
TASQ2	ASCQUER	Administration fees per product (approval, extension)	
TASQ3	ASCQUER	Administration fees per product (renewal)	
TASQ4	ASCQUER	Administration fees per product (keeping on)	

Per production unit

Code	Category	Wording on the invoice	Amount in Euros
TASQ5	ASCQUER	Administration fees per production unit (approval, extension, renewal)	

FEES FOR CLOSURE OF CERTIFICATION SITE

Code	Category	Wording on the invoice	Amount in Euros
TASQ6	ASCQUER	Site closure per product and per measurement column	On quotation
TASQ7	ASCQUER	On-site test and restoration of the sieve, per application	On quotation

TEST AND CONTROL/CHECK FEES (LABORATORIES)**ROADWAY MARKING PRODUCTS (INCLUDING VNTP MARKING PRODUCTS)**

Code	Category	Wording on the invoice	Amount in Euros
AA-1	PMA	PMA, road test, organisation, follow-up and control/check of an application including open day and measurement in sand	
AA-3	PMA	PMA, on-site test, determining the number of passages, per application	
AA-4	PMA	PMA, on-site test, repeated application	
AA-5A	PMA	Measurements on PMA per application and per measurement column: complete initial or periodic measurements	
AA-5B	PMA	Measurements on PMA per application and per measurement column: initial or periodic retroreflectivity measurements	
AA-5C	PMA	Measurements on PMA per application and per measurement column: initial or periodic colour measurements	
AA-5D	PMA	Measurements on PMA per application and per measurement column: initial or periodic skid measurements	
AA-5E	PMA	Measurements on PMA per application and per measurement column: initial or periodic measurements of the degree of wear	
AA-5F	PMA	Measurements on PMA per application and per measurement column: initial or periodic measurements of coefficient of luminance under diffused lighting	
AB-1	VNTP	VNTP, on-site test, management fees per application	
AB-3	VNTP	VNTP, determining the number of passages, per application	
AB-4	VNTP	VNTP, repeated application	
AB-5A	VNTP	Measurements on VNTP per application and per measurement column: complete initial or periodic measurements	
AB-5B	VNTP	Measurements on VNTP per application and per measurement column: initial or periodic retroreflectivity measurements	
AB-5C	VNTP	Measurements on VNTP per application and per measurement column: initial or periodic colour measurements	
AB-5D	VNTP	Measurements on VNTP per application and per measurement column: initial or periodic measurements of coefficient of luminance under diffused lighting	
AB-5E	VNTP	Measurements on VNTP per application and per measurement column: initial or periodic skid measurements	

Code	Category	Wording on the invoice	Amount in Euros
A1-7	PMA/VNTP	Tests to ascertain capacity for long term storage	
A1-8	PMA/VNTP	Road test, temporary product, removability test	
A2-1A	PMA/VNTP	Total rapid identification characteristics	
A2-1B1	PMA/VNTP	Density of a liquid component	
A2-1B2	PMA/VNTP	Density of a solid component	
A2-1C	PMA/VNTP	Dry extract	
A2-1D	PMA/VNTP	Ash content	
A2-2A	PMA/VNTP	Complete chemical analysis of a paint (solvent-based or water-dilutable), base	
A2-2B	PMA/VNTP	Complete chemical analysis of a paint, hardener, charged or not	
A2-3A	PMA/VNTP	Complete chemical analysis of a cold plastic, base or hardener of a similar type	
A2-3B	PMA/VNTP	Complete chemical analysis of a cold plastic, powder hardener, charged or not	
A2-4	PMA/VNTP	Complete chemical analysis of a thermoplastic	
A2-5A	PMA/VNTP	Complete chemical analysis of a tape, basic product	
A2-5B	PMA/VNTP	Complete chemical analysis of a tape, primer, adhesive not charged	
A2-5C	PMA/VNTP	Complete chemical analysis of a tape, primer, adhesive charged	
A2-6	PMA/VNTP	Special chemical analysis	
A2-7	PMA/VNTP	Tests for resistance to alkalis	
A2-8	PMA/VNTP	Infrared tests on binder	
A3-1	PMA/VNTP	Drawing up an initial specification sheet	
A3-2	PMA/VNTP	Drawing up a follow-up specification sheet	
A3-3	PMA/VNTP	Drawing up a referential analysis sheet	
A3-4	PMA/VNTP	Updating referential analyses in conjunction with applicants, per product	
A3-5	PMA/VNTP	Administrative modification to the referential analysis sheet per product	

AUDITS

Code	Category	Wording on the invoice	Amount in Euros
X1-1A	AUDIT	Initial option A audit	
X1-2A	AUDIT	Control audit on the basis of the document drawn up at the time of the initial audit, option A	
X1-1B	AUDIT	Initial option B audit	
X1-2B	AUDIT	Control audit on the basis of the document drawn up at the time of the initial audit, option B	

TRANSPORTATION FEES

To the rates above, should be added the transportation charges below, for travelling outside mainland France

Code	Category	Wording on the invoice	Amount in Euros
Y1	TRANSPORT	Travelling time, per ½ day	
Y2-1	TRANSPORT	Transportation fees (train and/or plane)	
Y2-2	TRANSPORT	Transportation expenses (vehicle (€/km))	
Y3	TRANSPORT	Accommodation expenses	

LEVIES WITHOUT AUDIT

Code	Category	Wording on the invoice	Amount in Euros
Z1-1	LEVY	Levy without audit in France	
Z1-2a	LEVY	Transportation fees (train and/or plane)	
Z1-2b	LEVY	Transportation expenses (vehicle (€/km))	
Z1-3	LEVY	Accommodation expenses	
Z2	LEVY	Levy without audit abroad (including DOM/TOM)	

The cost of sending samples is borne by the applicants/licence holders

MONITORING ¹**ROADWAY MARKING PRODUCTS**

Code	Category	Wording on the invoice	Amount in Euros
ON_PMA_VNTP	MONITORING	Monitoring fees	

CERTIFICATE TO THE NF MARK

Code	Category	Wording on the invoice	Amount in Euros
AFNOR 1	AFNOR Certification	Right to use the mark, per product	
AFNOR 2	LEVYAFNOR Certification	Right to use the mark, per manufacturing unit	

This certificate, for which ASCQUER collects payment on behalf of AFNOR Certification, is intended to cover:

- the general functionality of the NF Mark (subjected to quality assurance, follow-up of the NF network organisations, the certification committee's management);
- defending the NF mark: registration and protection of the mark name, legal advice, dealing with appeals, legal fees;
- contributing to the generic promotion of the NF mark name.

In the event that the NF Mark is granted part way through a year, the amount charged for the certificate is worked out on a pro rata basis for the months following the granting of the certificate.

TERMS OF PAYMENT

- Registration fees (Article 1) and Administration fees (Article 2) are payable when the files are opened;
- Test and control/check fees (Article 3) are payable immediately the applicant has been notified of their results;
- The licence fees for certificates to the NF Mark are payable as soon as the right has been granted (Article 4).

Payments have to be made **within 30 days** of date of invoice, by **cheque**, made out to the order of ASCQUER, **or by means of bank transfer**.

¹ **Monitoring fees:** Annual licensing fees due per NF Mark licensed product, intended to finance controls/checks – outside of audits – carried out in the context of monitoring procedures.