*v2021-10-08*

**Checklist – Items to be considered when drafting standards answering a mandate or Standardisation Request and to be offered for citation in the OJEU under the CPR**

This checklist was prepared following the format of Internal Regulations CEN/CENELEC Part 3 – Annex A “Checklist for writers and editors of document”. All CEN/CENELEC standards and deliverables shall follow the provisions of IR 3.

This checklist is only applicable to the draft standards candidate for citation under the Construction Products Regulation.

This checklist shall be fulfilled before dispatch for:

1. the First Working Draft for optional assessment (if any),
2. the draft for Enquiry,
3. the final draft for Formal vote,
4. In case of lack of compliance assessment, a new optional assessment after Formal vote (PUB assessment).

The Technical Committee secretary in CEN and the Technical body secretary/reporting secretariat in CENELEC are responsible for ensuring that the checklist below is filled out and submitted to CCMC with the draft candidate harmonized standards and their supporting documents/justifications where relevant. In CEN, the [matrix of responsibilities](https://boss.cen.eu/media/CEN/formtemp/matrix_responsibilities.pdf) shall be followed (see decision BT C081/2018). The WG qualified support shall make this checklist available to the WG experts. The checklist shall be updated accordingly during the development of the draft.

It is strongly recommended to use of the checklist for the drafting of harmonized standards in support of EU Legislation under VA and FA (with ISO or IEC lead).

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| --- | --- | --- |
|  | *Check the following questions –* *if you answer yes to all the questions, the draft is probably ready for submission to CCMC (and HAS Consultant assessment).* | *Check* |
| **General** | Is this draft standard listed in a Standardisation Request / covered by a Mandate?Is this reflected in Projex-online database?*NB: This information is normally already provided in the NWIP form.**NB: If not, contact the TC secretariat. A possible way forward is to propose to the European Commission to add this work item in a (revised) Standardisation Request. This is not applicable if the standard is covered by an open Mandate*  | [ ] [ ]  |
|  | Was the draft standard prepared based on the original mandate or standardization request?If not, is there a TC answer to the mandate prepared according to the recent EC instructions to justify adjustments to the essential characteristics*NB: The TC answer to the mandate cannot be used if it goes beyond the boundaries of the original mandate. It cannot contradict, modify, reduce or extend the content of the original mandate. However, it can be used to facilitate and clarify the operationalisation of essential characteristics in the original mandate. It is possible to operationalise the essential characteristic by means of sub-characteristics (new or modified compared to the original mandated ones) and a justification must be provided.* | [ ] Yes [ ] No[ ]  |
|  | If the HAS assessment was performed (i.e. optional assessment at First Working Draft (FWD) stage or assessment at Enquiry stage), has the WG answered all comments from the HAS Consultant(s)?*NB: The last column of the HAS Assessment Report (‘Observations of the secretariat’) at previous stage shall be filled in with the information on how the comments have been addressed.* |[ ]
| **European foreword**  | If the standard is a revision, are the significant changes with respect to the previous edition precisely defined?*NB: The list of the significant changes with respect to the previous edition is an important element of the useful information to the standard users. It should not be too vague.**NB: When the list of significant technical changes is extensive, it may be included in an informative annex. A reference to that annex shall be included in the foreword, preferably after the generic sentence that refers to the superseded document.* |[ ]
|  | Does it include the following sentences “The standard has been prepared under a standardisation request given to CEN/CENELEC by the European Commission and the European Free Trade Association. For relationship with EU Regulation, see informative Annex Z, which is an integral part of this document."?*NB: Annex ZA in CEN and Annex ZZ in CENELEC.* |[ ]
| **Scope** | Is the scope concise and clear? Is it worded as a series of statements of facts?Are the title, scope and annex Z consistent regarding exclusion / content covered by the standard?*NB: The scope shall not include requirements, permissions or recommendations (in line with IR 3).* | [ ] [ ]  |
| **Normative reference** | Are the standards listed in the Normative references Clause 2 normatively referenced within the text (i.e. are they cited in the text in such a way that some or all of their content constitutes requirements of the document, for instance with a “shall”). *NB: See IR 3 with the preferred verbal form to be used to express a requirement.* |[ ]
|  | Are the normative references dated in Clause 2 and in all clauses of the draft standard? |[ ]
|  | Are all the references used EN, ISO and IEC standards?  If not, do suitable EN, ISO and IEC standards exist which could be used instead? If not, * Do the references comply with IR 3 conditions (see IR 3:2019 Clause 10.2)?
* Is the needed TC decision (in CEN) available?
* Is a justification provided (preferably to be included in the TC decisions)?
* Has provision been made to ensure the documents are available for the assessment by HAS Consultant/European Commission?

*NB: Guidance on the provision of supporting documents may be provided by the CCMC Project Manager* | [ ] Yes [ ] No[ ] Yes [ ] No[ ] [ ] [ ] [ ]  |
|  | Are all the normative references still active and published? |[ ]
| **EU Legal text in the standard** | Is the terminology (including definitions of terms in Clause 3) used in the standard in line or consistent with the relevant EU legislation?*NB: The technical content of the document shall not* * *include clauses in conflict with the CPR or duplicating its content*
* *include concepts or terms from the CPD*
* *contain requirements that contradict relevant EU legislation (e.g. fails to specify 'technical solutions', allows users of a document to decide on the specification);*
* *repeat legal requirements as part of its normative requirements.*
 | [ ]  |
| **Neutrality principle** | Does the standard respect the neutrality principle?*NB: The standard shall not contain clauses imposing requirements or obligations on or between certain economic operators (e.g. requirements are set to an economic operator and its competence or resources instead of to product design and product properties). See IR-3**NB: The standard shall not contain clauses imposing first, second- or third-party assessment conformity.*  |[ ]
| **Essential characteristics** | Are the essential characteristics covered in the candidate hEN identical with the list of essential characteristics in the mandate/TC answer to the mandate following the current EC instructions or standardization request (if applicable)? |[ ]
|  | For each essential characteristic, is there a reference to the assessment method?*NB: For each essential characteristic, there shall be a reference to the applicable assessment method, which could consist of alternatively testing or calculation, and the way of expressing the performance of the essential characteristic. Clauses not linked to an essential characteristic are not allowed.* |[ ]
|  | Does the draft standard only include mandated essential characteristics, i.e. essential characteristics covered by a mandate or TC answer to the mandate following the current EC instructions or standardization request?*NB: According to the EC criteria, only mandated essential characteristics shall be included in the candidate* *harmonized standards* |[ ]
| **Classes and thresholds** | Does the draft standard only include classes/threshold levels accepted by the EC?If not, did you submit a request to CCMC for the inclusion of new or modified classes/thresholds levels in the candidate hENs?*NB: According to the CPR, the establishment of new classes/thresholds levels requires a delegated act or a standardization request. The development of a delegated act by the EC is a time-consuming process that can take many years.* | [ ] Yes [ ] No[ ]  |
| **AVCP** | Is the latest version of the AVCP Guidance document used?*NB: the Guidance document ‘How to draft clauses on Assessment and Verification of Constancy of Performance (AVCP) in harmonized standards for construction products’ is available on the CEN-CENELEC* [*website*](https://www.cencenelec.eu/media/CEN-CENELEC/AreasOfWork/CEN%20sectors/Construction/Quicklinks/Doc%20and%20Materials/guidancedocument_howtodraftclausesavcp.doc)*.* |[ ]
| **Annex Z****(ZA in CEN, ZZ in CENELEC)** | Is the latest version of the template for the informative Annex Z used? *NB: The template is available in CEN/BOSS / CENELEC/BOSS (Reference material – Forms and templates).**NB:* *Deviations from the template are not allowed.**NB: If the standard covers different EU Directive / Regulation / Decision, separate annexes Z shall be prepared.* | [ ]  |
|  | Are the covered product(s), component(s), material(s), form(s), kits (as relevant) and the intended use(s) identical with the scope?Are the essential characteristics in Table ZA.1 identical to the mandate/TC answer to mandate according to EC instructions or standardization request? | [ ]  [ ]  |