GUIDEBOOK

on the means of issuing

National Technical Assessments

Issue 1N2

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1. Documents constituting the basis for operations


1.4. Regulation of the Minister of Infrastructure and Construction dated 17 November 2016 on the manner of declaring the usage properties of construction products and the manner of tagging them with a building mark - (Journal of Laws of 2016, Item 1966, as amended).

1.5. Regulation of the Minister of Economy dated 26 April 2013 on technical requirements to be fulfilled by gas networks and their placement - (Journal of Laws 2013, Item 640).

1.6. Regulation of the Minister of Infrastructure of 12 April 2002 on technical specifications for buildings and their location (Journal of Laws of 2002 No. 75 Item 690 as amended) together with the notice of the Minister of Infrastructure and Development dated 17 July 2015 on the announcement of a uniform text of the regulation of the Minister of Infrastructure on technical requirements to be fulfilled by buildings and their location - (Journal of Laws 2015, Item 1422).


2. The National Technical Assessment

2.1. The National Technical Assessment (NTA) is a documented positive assessment of the performance of these essential characteristics of a construction product which according to its intended use affect the fulfilment of basic requirements mentioned in article 5(1)(1) of the Building Code Act of 7 July 1994 (Journal of Laws 2013 Item 1409, as amended), by civil structures in which the product will be used.

2.2. The National Technical Assessment constitutes a reference document for the preparation of a National Declaration of Performance Characteristics and tagging the product with a building mark.

2.3. The National Technical Assessment is issued for a construction product:

a) not falling within the material scope of Polish Standard for a product, or
b) if in relation to at least one essential characteristic of a construction product the method of evaluation provided by the Polish Standard for a product is improper, or

c) if the Polish Standard for a product does not provide an assessment method in relation to at least one essential characteristic of a construction product.

2.4. National Technical Assessments shall be issued, amended and extended at the request of the manufacturer by:

a) the technical assessment units referred to in Article 6b(1) of the Act of 16 April 2004 on construction products (Journal of Laws of 2004 No. 92, item 881, as amended), as per the scope of their competence, or

b) research institutes established by the minister in charge of construction, local planning and spatial development and housing, as defined by the act dated 30 April 2010 on research institutes, hereinafter the “national units of technical assessment”.

2.5. A National Technical Assessment is issued for a period of 5 years. This period may be extended for further periods no longer than 5 years. A National Technical Assessment is effective since the day of its issuance.

2.6. A National Technical Assessment is issued, modified and extended upon conducting a proceeding involving the issuance of a National Technical Assessment based on the evaluation of the usable properties of a construction product and the expected durability of the identified construction product, confirmed, depending on the needs, by tests and calculations taking into account harmonised methods for tests and calculations, examinations, experts’ opinions and other documents, considering in this evaluation applicable regulations, including technical and construction regulations, as well as the principles of technical knowledge.
2.7. The proceeding mentioned in point 2.6 comprises in particular:

a) the performance of a risk analysis by determining possible dangers and benefits related to the use of the assessed construction product during the performance of construction work,

b) the determination, based on the risk analysis, of technical criteria for evaluating the usage properties of a construction product in relation to substantial characteristics resulting from technical and construction regulations and the principles of technical knowledge,

c) the establishment of methods for the evaluation of a construction product by designing and validating proper methods of tests and calculations for the evaluation of usage properties related to substantial characteristics, taking into account the current status of technical knowledge,

d) the establishment, based on analysing and evaluating the production process of a construction product, of requirements related to factory production control in order to ensure the constancy of the usage properties of a construction product in the production process of this product.

2.8. The National Technical Assessment is repealed by the unit which had issued it, on its own initiative or at the request of the General Inspector of Construction Supervision, upon conducting an investigation procedure with the applicant’s participation, if during the use of a construction product a positive assessment of its usage properties is not confirmed with respect to essential characteristics established in the issued National Technical Assessment, or regulations in this regard are changed.

3. The National Technical Assessment Unit and the scope of its functioning

Pursuant to article 9 item 11 of the act of 16 April 2004 on construction products (Journal of Laws 92, Item 881), the Oil and Gas Institute – National Research Institute has been appointed by the Minister of Infrastructure and Construction by way of Decision No. 2/KJOT/WB/17 dated 27 March 2017 as a National Technical Assessment Unit (NTAU) authorised to issue National Technical Assessments for construction products listed in the appendix to this decision.
3.1. Appendix to Decision No. 2/KJOT/WB/17
The scope of competence for issuing National Technical Assessments

<table>
<thead>
<tr>
<th>No.</th>
<th>Position No. and group name of construction products acc. to appendix No. 1 to the regulation</th>
<th>Construction Products falling within the scope of competence for the indicated group of products</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>No. 6 Chimneys, flues and special products</td>
<td>Prefabricated chimneys (elements with the height of a storey), flues (elements or blocks), multi-coated chimneys (elements or blocks), single-coated chimney blocks, sets of elements of selfstanding chimneys and attached chimneys</td>
</tr>
<tr>
<td>II</td>
<td>No. 27 Room heating devices</td>
<td>Room heating devices powered by solid and liquid fuels</td>
</tr>
<tr>
<td>III</td>
<td>No. 28 Pipes, tanks and ancillary products not in contact with water intended for human consumption **)</td>
<td>Products for transporting /distributing /storing gas and liquid fuel intended for powering heating /cooling systems in buildings, from an external storage tank or from a terminal station reducing network pressure to the inlet of heating /cooling devices in a building; pipe assemblies, pipes, fittings, tanks, leak alert systems and devices preventing overfilling, fastener elements, cements, connectors, connector seals, gaskets, protective ducts and conduits, pipe /conduit supports, adjustment and shut-off fittings, protective ancillary equipment.</td>
</tr>
</tbody>
</table>

*) Regulation of the Minister of Infrastructure and Construction dated 17 November 2016 on the manner of declaring the usage properties of construction products and the manner of tagging them with a building mark (Journal of Laws 2016 Item 1966, as amended).

**) Not applicable to products intended to be used solely in industrial processes.

4. Definitions

4.1. A construction product means any product or kit which is produced and placed on the market for incorporation in a permanent manner in civil structures or parts thereof and the performance of which has an effect on the performance of the civil structures with respect to the basic requirements for civil structures.

4.2. A kit means a construction product placed on the market by a single manufacturer as a set of at least two separate components that need to be put together to be incorporated in a civil structure.

4.3. A manufacturer means any natural or legal person who manufactures a construction product or who has such a product designed or manufactured, and markets that product under his name or trademark, pursuant to the act of 16 April 2004 on
construction products (Journal of Laws 2004, Item 881) the term producer also includes the authorised representative of the manufacturer.

4.4. **An importer** means any natural or legal person established within the Union, who places a construction product from a third country on the EU market.

4.5. **A product type** means a set of representative levels or classes of performance characteristics for a construction product, in relation to its essential characteristics, produced using a given combination of raw materials or other elements in a specific production process.

5. **The proceeding**

An Applicant (manufacturer, authorised representative of the manufacturer) submits an application for the issuance of a National Technical Assessment along with an appendix to the Application.

**Templates of the application** and of the appendix to the application are presented on the OAGI – NRI website [www.inig.pl](http://www.inig.pl) in the tab – “Technical Assessments”.

https://www.inig.pl/images/oceny_techniczne/Za%C5%82%C4%85cznik_do_wniosku_o_wyd._KOT.pdf

A template of the application is also presented in an annex to the regulation (Journal of Laws 2016 item 1968).

An application for the issuance of an NTA should include:

- the Applicant - the name and address of the manufacturer / manufacturers as well as the name and address of an authorised representative, if they have been authorised to submit the application,
- the group of construction products,
- the technical name and trade name of the construction product,
- a technical description of the construction product and the used materials and components,
- the intended use of the construction product,
- performance of a construction product,
- the place of manufacture of the construction product,
- the applicant’s statements.

The application shall be accompanied by:

- Supplementation of the technical description of the construction product presented in the application, technical documentation of the construction product,
technical drawings, calculations and other information useful for the assessment of the usage properties of the construction product, if applicable;

- the description of factory production control and the associated information on the production process;
- documents confirming the data related to the performance of a construction product, including reports on the performed tests and calculations;
- information on applicable separate regulations and documents issued based on these regulations, if applicable;
- descriptions, documents and information may be attached as hardcopies, in an electronic form or as electronic copies.

- if the application is submitted on behalf of the producer by their authorised representative, a power of attorney is attached to the application. Pursuant to the Act on construction products, the scope of the power of attorney should enable the authorised representative to perform at least the following tasks:
  - keeping the national declaration and the technical documentation at the disposal of the competent authority for at least 10 years after the date of placing the construction product on the market,
  - further to a reasoned request from a competent national authority – providing that authority with all the information and documentation necessary to demonstrate the conformity of the construction product with the declaration of performance and compliance with other applicable requirements in the Act on construction products;
  - cooperating with the competent national authorities, at their request, on any action taken to eliminate the risks posed by construction products covered by the power of attorney;

- certifications, attestations and opinions related to the construction product, issued based on separate regulations.

5.1. Within one month from the delivery of the application, the NTAU performs its formal evaluation and informs the applicant about the validity of initiating the proceeding or presents a written explanation of its refusal to initiate such a proceeding.

5.2. The applicant signs an agreement for conducting the proceeding with the NTAU. Unless the agreement specifies otherwise, within 2 months after the day of initiating the proceeding, the NTAU presents a written standpoint regarding the application to the applicant.

In its standpoint, the NTAU determines:

- the type, subject, methods and scope of additional tests, calculations and classifications along with a brief explanation of reasons for their performance,
- a list and subject of additional documents and information resulting from separate regulations,
- it is up to the applicant to acquire the above-mentioned documents, information, the results of tests, calculations and classifications,
• conveys to the Applicant proper “Assessment Conditions” for the product being the subject of the requested National Technical Assessment (if current “Assessment Conditions” exist).

Note. The assessment conditions are available at the website of the NTAU.

5.3. In its proceedings, the National Technical Assessment Unit accepts the results of tests and calculations:

a) of accredited laboratories according to the act of 13 April 2016 on conformity assessment and market surveillance systems (Journal of Laws of 2016, item 542, as amended),


c) other domestic and foreign laboratories with which the assessment unit has signed an agreement involving the acceptance of the results of tests and calculations (in Polish or English).

5.4. The NTAU may accept in the proceeding the results of tests and calculations conducted by domestic or foreign laboratories other than those listed above, as delivered by the applicant.

5.5. When conducting the proceeding, the NTAU:

a) assesses the performance of a construction product, taking into account applicable separate regulations, including technical and construction regulations, as well as scientific bases and practical knowledge,

b) performs an analysis of data received from the applicant in a manner ensuring that a balanced assessment is obtained,

c) makes impartial decisions,

d) ensures the confidentiality of information acquired during the proceeding and maintaining secrecy regarding the results of tests and calculations, construction documentation and a technological description kept back by the applicant for the issuance of a National Technical Assessment.

5.6. Upon receiving a complete set of reports on tests and calculations as well as information and documents described in point 5.3., the NTAU issues or refuses to issue a National Technical Assessment, justifying its standpoint.
5.7. The National Technical Assessment should include:

a) the name and registered address of the assessment unit,
b) a legal basis for the issuance of the National Technical Assessment,
c) the technical name and trade name of the construction product,
d) the name and address of the manufacturer and the place of manufacture, as well as the name and address of the authorised representative, provided they have been appointed,
e) determination of the type and a technical description of the construction product,
f) the intended use, scope and conditions for using the construction product and, if necessary, conditions for its operation, assembly and maintenance,
g) the performance of a construction product expressed as levels or classes or in a descriptive manner, as well as the methods of their tests and calculations,
h) classification, provided it is stipulated by separate regulations,
i) guidelines involving packaging, transport and storage as well as a detailed manner of labelling the construction product,
j) requirements involving factory production control, taking into account the detailed conditions of a production process for the given construction product,
k) the date of issuance and the expiration date of the National Technical Assessment,
l) the list of documents used in the proceeding, including the list of reports from tests and calculations,
m) assessment unit supervisor’s signature.

5.8. In the National Technical Assessment, the NTAU:

a) declares a positive assessment of the performance of a construction product for its intended use, as mentioned in point 5.8f,
b) indicates the required national system of assessment and verification of the constancy of performance of a construction product according to appendix No. 1 to the Regulation of the Minister of Infrastructure and Construction dated 17 November 2016 on the manner of declaring the performance of a construction product and the manner of tagging them with a building mark - (Journal of Laws of 2016, Item 1966, as amended),
c) includes advice that the National Technical Assessment is not a document which would authorise the tagging of a construction product with a building mark.
6. **Payment for the proceeding**

The submission of an Application for the issuance of a National Technical Assessment and its examination are free of charge.

The issuance of a National Technical Assessment, its modification or prolongation of its period of validity take place at the expense of the applicant.

Fees for carrying out activities associated with the issuance, modification (extension) and prolongation of the period of validity of a National Technical Assessment are defined by the price list. The price list was prepared by multiplying the hourly rate (specified in art. 9(4) of the Act on construction products (*Journal of Laws* 2004 no. 92 item 881 as amended) and the number of working hours necessary to perform these activities.

The above-mentioned fees do not include the costs of acquiring: documents, information, test results, calculations and classifications mentioned in point 5.2. of the Guidebook (according to § 4 item 3. Regulation of the Minister of Infrastructure and Construction of 17 November 2016 on national technical assessments (*Journal of Laws* 2016, item 1968).

7. **Confidentiality**

As an NTAU, the OAGI – NRI ensures the confidentiality of information acquired during the proceeding and maintaining secrecy regarding the results of tests and calculations, construction documentation and a technological description kept back by the applicant for the issuance of a National Technical Assessment.

8. **Procedure following the issuance of the National Technical Assessment**

8.1. **The use of an NTA by an Applicant**

An applicant (*manufacturer, authorised representative of the manufacturer*) who has been granted a NTA is obliged to refer to its issuance in the contents of documents related to the commercial introduction and use of a product covered by the NTA, providing a full
8.2. Changes to the NTA

Changes in the NTA are made in accordance with points 2.4, 2.6 of the Handbook. In order to make a change to the NTA, e.g. an extension of its scope, a pertinent application should be submitted. The application form for the extension of the scope and change of the National Technical Assessment is available on the OAGI – NRI website under the tab Technical Assessments: 

8.3. Extension of the validity of the NTA

The extension of the validity of the NTA shall be carried out in accordance with points 2.5, 2.6 of the Handbook. In order to extend the validity of the NTA, it is necessary to submit an application to that effect before the expiry of the issued NTA and to perform laboratory tests according to the type testing programme, specified in the current Conditions for assessing the performance characteristics of construction products for the product in question or in the position pertinent to the extension of that NTA. The tests shall be performed in an appropriate third-party laboratory. A delayed submission of the application for the extension of the validity of the NTA may result in a discontinuity of the validity of the NTA. If the application is submitted after the expiration of the NTA – the submitted application for the issuance of an NTA will be examined as an application for the issuance of a new NTA with a new number. The application form for the extension of the validity and change of the National Technical Assessment is available on the OAGI – NRI website under the tab Technical Assessments: 
https://www.inig.pl/images/oceny_techniczne/Wniosek_dot_przed%C5%82u%C5%BCeniu_terminu_wa%C5%BCno_KOT.pdf

8.4. Released and repealed NTAs

As an NTAU, the OAGI – NRI keeps a list of issued and repealed National Technical Assessments in an electronic form, which it makes available on its website.
9. **Formal and legal arrangements**

9.1 The National Technical Assessment is not a document which would authorise the tagging of a construction product with a building mark. According to the Act on construction products, a product covered by a National Technical Assessment may be placed on the market or made available on the domestic market if the manufacturer has assessed and verified the performance characteristics of this construction product, drawn up a National Declaration of Performance Characteristics in accordance with the National Technical Assessment and tagged the product with a construction mark in accordance with the applicable regulations.

9.2 For products subject to evaluation according to conformance system “1” and “2+”, a national certificate of the constancy performance of a construction product or a national conformance certificate for factory production control should be acquired, which requires a separate proceeding.

9.3 The National Technical Assessment does not relieve the manufacturer of construction products from responsibility for their proper quality, and contractors of construction works from responsibility for their proper use.

9.4 When issuing an NTA, the OAGI – NRI accepts no responsibility for any possible infringement of exclusive and acquired rights.

9.5 The Applicant is obliged to inform the OAGI – NRI about any planned modernising amendments which could affect the usage properties of products covered by the issued NTA.

9.6 The OAGI – NRI has the right to repeal an NTA, as described in point 2.8.

9.7 The text of the National Technical Assessment document may be copied only in its entirety. Publication or dissemination in any other form of excerpts from the text of the NTA requires a written agreement with the OAGI – NRI.

9.8. **Distribution list of issued NTAs (4 original documents):**
- copy 1 of 4 and copy 2 of 4 - Applicant,
- copy 3 of 4 – OAGI – NRI archives,
- copy 4 of 4 – Department of Technical Assessments of the OAGI – NRI.
NOTE: Documents required to obtain a National Technical Assessment for the declared product are to be delivered to the following address:

**Oil and Gas Institute**  
– National Research Institute  
31-503 Kraków, ul. Lubicz 25 A

Telephone No.: +48/12/421 00 33  
Internet: [www.inig.pl](http://www.inig.pl)  
Fax: +48/12/421 00 50  
e-mail: office@inig.pl  
REGON: 000023136  
NIP (TAX ID): 675-000-12-77

Direct contact with the Department of Technical Assessments:

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